

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing

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Small PHA Plan Update  
Annual Plan for Fiscal Year: 2003

**NOTE: THIS PHA PLAN TEMPLATE (HUD 50075) IS TO BE COMPLETED IN  
ACCORDANCE WITH INSTRUCTIONS LOCATED IN APPLICABLE PIH NOTICES**

## **PHA Plan Agency Identification**

**PHAName:** Housing Authority of the Town of Seymour

**PHANumber:** CT035

**PHA Fiscal Year Beginning:(mm/yyyy)** 01/2003

### **PHA Plan Contact Information:**

Name: David J. Keyser, Executive Director

Phone: 203-888-4579

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### **Public Access to Information**

**Information regarding any activities outlined in this plan can be obtained by contacting:  
(select all that apply)**

Main administrative office of the PHA

PHA development management offices

### **Display Locations For PHA Plans and Supporting Documents**

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

Main administrative office of the PHA

PHA development management offices

Main administrative office of the local, county or State government

Public library

PHA website

Other (list below)

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

Main business office of the PHA

PHA development management offices

Other (list below)

### **PHA Programs Administered :**

Public Housing and Section 8

Section 8 Only Public Housing Only

**Annual PHA Plan****Fiscal Year 2003**

[24CFR Part 903.7]

**i. Table of Contents**

Provide a table of contents for the Plan, including attachments, and a list of supporting documents available for public inspection. For Attachments, indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the filename in parentheses in the space to the right of the title.

	<b><u>Contents Page#</u></b>
<b>Annual Plan</b>	
i. Executive Summary (optional)	2
ii. Annual Plan Information	
ii. Table of Contents	1
1. Description of Policy and Program Changes for the Upcoming Fiscal Year	9
2. Capital Improvement Needs	9
2. Demolition and Disposition	10
2. Homeownership: Voucher Homeownership Program	11
5. Crime and Safety: PHDEP Plan	11
5. Other Information:	
A. Resident Advisory Board Consultation Process	12
5. Statement of Consistency with Consolidated Plan	12
B. Criteria for Substantial Deviations and Significant Amendments	13
<b>Attachments</b>	
Attachment A: Supporting Documents Available for Review	14
Attachment B_: Capital Fund Program Annual Statement	18
Attachment C_: Capital Fund Program 5 Year Action Plan	34
Attachment __: Capital Fund Program Replacement Housing Factor Annual Statement	
Attachment D: Public Housing Drug Elimination Program (PHDEP) Plan	42
Attachment E_: Resident Membership on PHA Board or Governing Body	50
Attachment F_: Membership of Resident Advisory Board or Boards	51
Attachment G_: Comments of Resident Advisory Board or Boards & Explanation of PHA Response (must be attached if not included in PHA Plan text)	52
Other (List below, providing each attachment name)	
Attachment H: Housing Needs of Families in the Jurisdiction	56
Attachment I: Financial Resources	57
Attachment J: Statement of Achievements	58
Attachment K: Voluntary Conversion Initial Assessments	61
Attachment L: Tenant Selection and Continued Occupancy Policy	62
Attachment M: Dwelling Lease	119

**ii. Executive Summary**

[24CFR Part 903.79(r)]

At PHA option, provide a brief overview of the information in the Annual Plan

## EXECUTIVE SUMMARY

The Seymour Housing Authority has prepared this Agency Plan in compliance with Section 511 of the Quality Housing and Work Responsibility Act of 1998 and the ensuing HUD requirements.

We have adopted the following mission statement to guide the activities of the Seymour Housing Authority.

### MISSION STATEMENT

The mission of the Housing Authority of the Town of Seymour is to assist low and moderate-income families with safe, decent, and affordable housing opportunities. The Housing Authority is committed to operating in an efficient, ethical, and professional manner. The Housing Authority is committed to provide a stable social environment by encouraging and fostering group activities for the senior citizen residents. The Housing Authority endeavors to provide opportunities for its residents in senior housing to live independently. The Housing Authority will create and maintain partnerships with its clients and appropriate community agencies in order to accomplish this mission.

The clients that Seymour Housing serves are essential components in providing a safe, peaceful, and enjoyable living environment. The Housing Authority has adopted Policy to provide responsible screening techniques, and specific eviction procedures as allowed by federal, state, and local laws. The Housing Authority has installed and maintains crime deterrent hardware at its complexes. The Housing Authority encourages its residents to act in a responsible manner and to act as a community in solving problems that may arise from time to time by reporting nuisance behavior and criminal or drug-related incidents to the Authority and the Seymour Police Department. The Housing Authority believes that its clients are the best solution in these matters. By working together with the proper authorities to resolve these issues, the clients themselves are empowered to maintain a healthy and peaceful rental and living environment.

It is the mission of the Seymour Housing Authority to provide safe, decent, and affordable housing to its community. To assist in achieving that goal, the U.S. Department of Housing and Urban Development (HUD) has implemented President Clinton's "One Strike and You're Out" Policy through enacting the 1996 "Extender Act". HUD has also adopted a final rule on May 24, 2001 that revised 24 CFR Parts 5 et al. In accordance with provision of the 1996 Extender Act, and 24 CFR Parts 5 Subsection 960 et al, the Seymour Housing Authority will deny occupancy to, and take aggressive action to evict tenants in its Federally subsidized or financed Public Housing on the basis of illegal drug-related activities. , has ever been convicted of drug-related criminal activity for manufacture or production of methamphetamine on the premises of federally assisted housing, any member of household is subject to a lifetime registration requirement under a State sex offender registration, and alcohol abuse when such abuse leads to behavior that threatens the health and safety or peaceful enjoyment of the premises by other residents.

The Housing Authority of the Town of Seymour is dedicated to effectively maintain the property in its housing stock. To that extent, a schedule of preventive maintenance program is followed. This preventive program allows the Authority to anticipate maintenance requirements and make sure the Authority can address them in the most cost-effective manner. The preventive maintenance program focuses on the major systems that keep the properties operating. These systems include heating and air conditioning, electrical, life safety and plumbing. Additionally, the Housing Authority performs annual dwelling inspections and periodic systems inspections. This commitment to maintenance concerns ensure that the Housing Authority maintains a safe and decent housing for its clients.

The Seymour Housing Authority, (SHA) is committed to operate its programs in compliance with all applicable civil rights requirements and will affirmatively further fair housing. In particular, SHA will comply with title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990. This is in continuation of four long-standing anti-discrimination traditions.

We have also adopted the following goals and objectives for the next five years.

## Goals and Objectives

### MANAGEMENT ISSUES

#### Management Goals

1. Manage the Seymour Housing Authority's existing public housing program in an efficient and effective manner thereby qualifying as at least a standard performer.
2. Manage the Seymour Housing Authority in a manner that results in full compliance with applicable statutes and regulations as defined by program audit findings.

#### Management Objectives

1. HUD shall continue to recognize the Seymour Housing Authority as a high performer through December 31, 2008.
2. The Seymour Housing Authority shall make our public housing units more marketable to the community as evidenced by an increase in our waiting list to one that requires a six-month wait for housing by December 31, 2008.
3. By December 31, 2008, the Seymour Housing Authority shall have a waiting list of sufficient sizes so we can fill our public housing units within 20 days of vacancy.
4. The Seymour Housing Authority shall continue to maintain the percentage of rents uncollected below 3% of rents charged through December 31, 2008.
5. The Seymour Housing Authority shall continue to sustain an occupancy rate of 97% through December 31, 2008.
6. The Seymour Housing Authority shall promote a motivating work environment with a capable and efficient team of employees to operate as a customer-friendly and fiscally prudent leader in the affordable housing industry.

### EXPANSION OF THE STOCK ISSUES

#### Housing Stock Goals

1. Adapt the Seymour Housing Authority's housing stock and program resources to more closely meet the housing needs and markets identified in our needs assessment. Develop a new 58 unit independent elderly complex to be located on Town property leased to the Authority. After construction completion, rehabilitate the Federal elderly LIPH by combining efficiencies & creating an all one bedroom complex comprised of 50 units. This would require a change in density from 80 units to 50 units. Also rehabilitate the State of Connecticut Elderly complex Norman Ray House by combining efficiencies & creating all one bedroom units.
2. Assist our community to increase the availability of affordable, suitable housing for families in the very-low income range, cited as a need in the State's Consolidated Plan.
3. The Seymour Housing Authority has applied to designate its Rev. Callahan House as housing for elderly only. To accomplish this and serve the disabled fairly, the Seymour Housing Authority has also applied for 20 units of section 8 housing to offer to those displaced by this action.

### Possible Objectives

1. The Seymour Housing Authority shall build or acquire 113 new elderly rental affordable housing units for the residents of our community by December 31, 2004. These units will be comprised of 56 units of assisted living units and 58 independent elderly affordable dwelling units. This is providing the Seymour Housing Authority is able to fund this project through public funds or other sources including sale of notes or bonds.
2. The Seymour Housing Authority shall seek to change the density of its existing elderly housing stock by decreasing the number of efficiency apartments and increasing the one bedroom stock. The results will be a more marketable housing stock to assist the community to provide affordable elderly housing by December 31, 2004. This is providing the Seymour Housing Authority is able to secure rehabilitation funds through the Capital Fund Grant Program.
3. The Seymour Housing Authority has applied for 20 units of Section 8 subsidized units for disabled families if granted, we will endeavor to keep occupancy over 97% and apply for more units.

### Objectives Met to Obtain Housing Stock Goals

1. The Town of Seymour, by way of Town Vote and Board of Selectmen Resolution, have agreed to Lease a 2.43 Acre building lot located on Pine and Derby Ave. for the purpose of constructing 58 units of independent living elderly apartments.
  2. In respect to the 58 unit Pine Street Project, we have received a \$41,000.00 pre-development loan from the Connecticut Housing Investment Fund. With these funds we have secured preliminary design consulting, attorney services, land surveys and site design consulting.
  3. In respect to the 58 unit Pine Street Project, we have applied to Planning & Zoning for approvals, a process that as of the date of this submission has not been finalized.
  4. In respect to the 58 unit Pine Street Project, we have applied for and received Wetland Commission approval for this site.
  5. In respect to the 58 unit Pine Street Project, we have secured approval of the Seymour Board of Fire Chiefs.
  6. We are currently attempting to obtain funding for the 58 unit independent elderly housing complex.
  7. With regard to the 56 unit Assisted Living facility, the following has taken place:
    - a. The State of Connecticut has issued a Response for Proposal for entities interested in developing Congregate projects to apply by December 15, 2002. This would provide dollars for construction and a rental subsidy during the on-going operational period.
- b. We have received a \$40,000.00 pre-development loan from the Connecticut Housing Finance Authority. These funds will be used to pay for preliminary design and site work.
- c. We have entered into an agreement to purchase a 9+ acre parcel adjacent to the Rev. Callahan House (Federal LIPE Elderly) Complex for a price of \$650,000.
- d. We began the process to achieve Town Zoning & Wetland approval. Both approvals were granted.
- e. In May 2002 we were informed that our application was successful. We have been invited to continue our application process for funding.

f. Since May we have been attempting to obtain sufficient pre-development funding to provide the necessary items such as construction level drawings and specifications, environmental surveys, and other items required by CHF A to go through the loan/funding process. In July 2002 we applied for \$400,000 in Connecticut Housing Tax Contribution Credits to be used as the necessary pre-development funding. During September 2002 we discovered we were not successful obtaining the tax credits. We immediately applied for \$250,000 predevelopment funding from DECD. We expect to receive this funding during October 2002. We have also been negotiating a pre-development loan with Fleet Bank. This loan would require the Town of Seymour to enhance the loan by guaranteeing its repayment. Early negotiations with the First Selectman have been positive, but will require a Board of Selectman vote at a meeting.

g. The following depicts the schedule of events toward completion of the project:

July 2002-Connecticut Housing Tax Credit Contributions Application  
 September 2002-Secure Connecticut Housing Tax Credit Contributions  
 September 2002-January 2003-Program, Schematic Design & Develop Drawings.  
 December 2002-February 2003-CHF A Loan Application Development  
 January 2002-April 2003 CHF A Document Review  
 January 2003-May 2003-Locate Federal Low Income Housing Tax Credits Investors/Finalize Agreement  
 February 2003-May 2003-Collect CHTCCC Contribution Payments  
 February 2003-May 2003-Prepare GMP  
 May 2003-June 2003-CHF A Loan Review  
 May 2003-August 2003-Complete Construction Drawings  
 June 2003-August 2003-CHF A Commitment Letter  
 August 2003-October 2003-CHF A Loan Closing  
 October 2003-October 2004-Project Construction  
 October 2004-December 2004-Initial Occupancy

h. We have applied to designate the Federal elderly LIPH project to be for the Elderly only. This has been granted pending a Section 8 application for twenty units for special needs & disabled.

i. We have applied for 20 units of Section 8 housing vouchers for special needs & disabled.

## MARKETABILITY ISSUES

### Marketability Goals

1. Enhance the marketability of the Seymour Housing Authority's public housing units.
2. Make public housing the affordable housing of choice for the very low-income residents of our community.

### Marketability Objectives

1. The Seymour Housing Authority shall convert 40 efficiency units to one-bedroom units by December 31, 2008, in order to increase the marketability of our public housing units, providing funding is available and the first phases of our plan are obtained relative to the 58 unit new construction project.
2. The Seymour Housing Authority shall achieve a level of customer satisfaction that gives the agency the highest score possible in this element of the Public Housing Assessment System.
3. The Seymour Housing Authority shall achieve proper curb appeal for its public housing developments by

improving its landscaping, keeping its grass cut, making the properties litter-free and other actions by December 31, 2002.

4. The Seymour Housing Authority shall become a more customer-oriented organization.
5. The Seymour Housing Authority shall affirmatively market its housing stock by continuing a marketing plan by December 31, 2001.

## **Objectives Met to Obtain Marketing Goals**

July of 2001, the Seymour Housing Authority adopted an Affirmative Fair Housing Marketing Policy for Senior Housing. This policy sets certain marketing strategy that will assist the Housing Authority to achieve a larger qualified pool of applicants. This in addition to the upgrade of stock will ensure that there is a significant increase and stability added to the waiting list efforts. The policy is submitted under the appendices in this submission.

## **SECURITY ISSUES**

### **Security Goals**

1. Reduce crime in the public housing developments to a level equal to or less than their surrounding neighborhoods.
2. Develop strategies and tactics, in coordination with the Seymour Police Department, to combat crime in and around the Seymour Housing Authority's developments.
4. Establish working relationships with local service providers.
5. Install crime deterrent features in its buildings and dwelling units.

### **Security Objectives**

1. Continue the community block-watch program through December 31, 2002.
2. Provide a series of building security education meetings for residents and coordinate with block watch effort. Resource with Seymour Police Department and utilize Community Policing Officer to offer training to residents through December, 2008.
3. Require security checks/screening and/or bonding of all Contractors by December 31, 2008.
4. The Seymour Housing Authority shall reduce crime in its developments so that the crime rate is less than their surrounding neighborhood by December 31, 2008.
5. The Seymour Housing Authority shall refine the memorandum of understanding between the jurisdiction's police force and this agency beginning in the year ending December 31, 2008. The purpose of this is to better define the "edge problem" of crime that occurs near our developments and develop strategies for identifying and reducing this problem.
6. Apply for DEP technical assistance funding and DEP grant with the goal of providing funding to obtain a Seymour Housing Authority Police Officer.

## **MAINTENANCE ISSUES**



**Maintenance Goals**

1. Maintain the Seymour Housing Authority's real estate in a decent condition.
2. Deliver timely and high quality maintenance service to the residents of the Seymour Housing Authority.

**Maintenance Objectives**

1. The Seymour Housing Authority shall continue to have all of its units in compliance with the Uniform Physical Conditions Standards through December 31, 2008.
2. The Seymour Housing Authority shall continue to maintain its preventative maintenance plan through December 31, 2008.
3. The Seymour Housing Authority shall create an appealing, up-to-date environment in its developments by December 31, 2008.
4. The Seymour Housing Authority shall maintain an average response time of 24 hours in responding to emergency work orders through December 31, 2008.
5. The Seymour Housing Authority shall maintain an average response time of 20 days in responding to routine work orders by December 31, 2006.

**Objectives Met to Obtain Maintenance Objectives**

By implementing inspections under the new Uniform Physical Condition Standards, and applying training, the Seymour Housing Authority has increased its Public Housing Assessment Score for the on-site inspections from 69% to a score of 90.0% for the 2000 inspection period.

**EQUAL OPPORTUNITY ISSUES****Equal Opportunity Goals**

1. Operate the Seymour Housing Authority in full compliance with all Equal Opportunity laws and regulations.
2. The Seymour Housing Authority shall ensure equal treatment of all applicants, residents, employees and vendors.

**Equal Opportunity Objectives**

1. The Seymour Housing Authority shall mix its public housing development populations as much as possible ethnically, racially and income wise as much as possible through affirmatively marketing its units.

**FISCAL RESPONSIBILITY ISSUES****Fiscal Responsibility Goals**

1. Ensure full compliance with all applicable standards and regulations including government generally accepted accounting practices.
2. Reduced dependency on federal funding.

## **Fiscal Responsibility Objectives**

1. The Seymour Housing Authority shall strive to operate so that income exceeds expenses every year.
2. The Seymour Housing Authority shall implement an effective anti-fraud program by December 31, 2002.
3. The Seymour Housing Authority shall maintain its operating reserves of at least 30 percent of routine expenditures between now and December 31, 2008.

## **PUBLIC IMAGE ISSUES**

### **Possible Goals**

1. Enhance the image of public housing in our community.

### **Possible Objectives**

1. The Seymour Housing Authority's leadership shall speak to at least 2 civic, religious, or fraternal groups a year between now and December 31, 2008, to explain how important they are to the community.
2. The Seymour Housing Authority shall endeavor to promote at least 3 positive stories a year in the local media about the Housing Authority or one of its residents.
3. The Seymour Housing Authority shall implement an outreach program to inform the community of what good managers of the public's dollars the Housing Authority is by December 31, 2008.

## **SUPPORTIVE SERVICE ISSUES**

### **Supportive Service Goals**

1. Improve access of public housing residents to services that improve quality of life.

### **Supportive Service Objectives**

1. The Seymour Housing Authority will continue to foster new partnerships in order to enhance services to its residents by December 31, 2008.
2. All Seymour Housing Authority residents are elderly or disabled and as such are not involved in the TANF programs available in the State of Connecticut.
3. Seymour Housing Authority shall apply to at least two appropriate foundations for grant funds. These funds will allow for expanding our Resident Service Coordinator program.
4. The Seymour Housing Authority's community centers shall be more effectively utilized to provide resident services as measured by increasing their utilization to 25% of the time by December 31, 2008.
5. The Seymour Housing Authority shall ensure that at least 3 supportive service opportunities are present for every public housing resident by December 31, 2008.
6. The Seymour Housing Authority shall continue to have an effective, fully functioning resident organizations through December 31, 2008.
7. The Seymour Housing Authority shall assist its resident organizations in strengthening their organizations and helping them develop their own mission statement, goals, and objectives by December 31, 2008.

8. The Seymour Housing Authority will continue to encourage the resident organization to organize activities that enrich the lives of its resident body. It will assist financially where it can as long as appropriate funds are available and the reserve levels are maintained as required.

Our Annual Plan is based on the premise that if we accomplish our goals and objectives we will be working towards the achievement of our mission.

The plans, statements, budget summary, policies, etc. set forth in the Annual Plan all lead towards the accomplishment of four goals and objectives. Taken as a whole, they outline a comprehensive approach towards our goals and objectives and are consistent with the Consolidated Plan.

## **1. Summary of Policy or Program Changes for the Upcoming Year**

In this section, briefly describe changes in policies or programs discussed in last year's PHA Plan that are not covered in other sections of this Update.

The Goals and Objectives were reviewed. Those Goals and Objectives that were obtained were removed from the Executive Summary and the Five-Year Plan. Those Goals that were not obtained were continued and new implementation dates were updated. Objectives met during 2002 were included in the Executive Summary.

The Seymour Housing Authority has reviewed its Maintenance Policy and Plan. The Maintenance Plan was updated and a preventative maintenance schedule was planned out for a five-year period.

The Seymour Housing Authority updated its lease and admissions policy for the provisions of the CFR update of May 24, 2001 pertaining to these items.

See Attachment I for more specific detail.

## **2. Capital Improvement Needs**

[24 CFR Part 903.79(g)]

Exemptions: Section 8 only PHAs are not required to complete this component.

A. Yes No: Is the PHA eligible to participate in the CFP in the fiscal year covered by this PHA Plan?

B. What is the amount of the PHA's estimated or actual (if known) Capital Fund Program grant for the upcoming year? \$ 106,771.00

C. Yes No Does the PHA plan to participate in the Capital Fund Program in the upcoming year? If yes, complete the rest of Component 7. If no, skip to next component.

D. Capital Fund Program Grant Submissions

### **(1) Capital Fund Program 5-Year Action Plan**

The Capital Fund Program 5-Year Action Plan is provided as Attachment C

### **(2) Capital Fund Program Annual Statement**

The Capital Fund Program Annual Statement is provided as Attachment B

## **3. Demolition and Disposition**

[24 CFR Part 903.79(h)]

Applicability: Section 8 only PHAs are not required to complete this section.

1. Yes/No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If "No", skip to next component; if "yes", complete one activity description for each development.)

## 2. Activity Description

<b>Demolition/Disposition Activity Description (Not including Activities Associated with HOPE VI or Conversion Activities)</b>	
1a. Development name: Rev. Callahan House	
1b. Development (project) number: CT035001	
2. Activity type: Demolition	Demolition of Community Center for construction of new assisted living project.
	Disposition Property swap to accommodate new state funded Assisted Living project
3. Application status (select one)	
	Approved
	Submitted, pending approval
	Planned application
4. Date application approved, submitted, or planned for submission:	(DD/MM/YY)
5. Number of units affected:	None
6. Coverage of action (select one)	
	Part of the development
	Total development
7. Relocation resources (select all that apply)	
	Section 8 for units
	Public housing for units
	Preference for admission to other public housing or section 8
	Other housing for units (describe below)
8. Timeline for activity: August 2003 to September 2004	
a. Actual or projected start date of activity:	August 2003
b. Actual or projected start date of relocation activities:	Not applicable
c. Projected end date of activity:	September 2004

## **4. Voucher Homeownership Program**

[24 CFR Part 903.79(k)]

- A. Yes/No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982? (If "No", skip to next component; if "yes", describe each program using the table below (copy and complete questions for each program identified).)

## **B. Capacity of the PHA to Administer a Section 8 Homeownership Program**

The PHA has demonstrated its capacity to administer the program by (select all that apply):

Establishing a minimum home owner down payment requirement of at least 3 percent and requiring that at least 1 percent of the down payment comes from the family's resources  
 Requiring that financing for purchase of a home under its section 8 homeownership will be provided, insured or guaranteed by the state or Federal government; comply with secondary mortgage market underwriting requirements; or comply with generally accepted private sector underwriting standards  
 Demonstrating that it has or will acquire other relevant experience (list PHA experience, or any other organization to be involved and its experience, below):

## **5. Safety and Crime Prevention: PHDEP Plan**

[24CFR Part 903.7(m)]

Exemptions Section 8 Only PHA may skip to the next component PHA eligible for PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

A. Yes No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?

B. What is the amount of the PHA's estimated or actual (if known) PHDEP grant for the upcoming year? \$ 25,000

C. Yes No Does the PHA plan to participate in the PHDEP in the upcoming year? If yes, answer question D. If no, skip to next component.

D. Yes No: The PHDEP Plan is attached at Attachment D

## **6. Other Information**

[24CFR Part 903.79(r)]

### **A. Resident Advisory Board (RAB) Recommendations and PHA Response**

1. Yes No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?

2. If yes, the comments are Attached at Attachment (Filename) F

3. In what manner did the PHA address those comments? (select all that apply)

The PHA changed portions of the PHA Plan in response to comments

A list of these changes is included

Yes No: below or

Yes No: at the end of the RAB Comments in Attachment F.

Considered comments, but determined that no changes to the PHA Plan were necessary. An explanation of the PHA's consideration is included at the end of the RAB Comments in Attachment F.

Other: (list below)

### **B. Statement of Consistency with the Consolidated Plan**

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

1. Consolidated Plan jurisdiction: (State of Connecticut)

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.

The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.

The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.

Activities to be undertaken by the PHA in the coming year are consistent with specific initiatives contained in the Consolidated Plan. (list such initiatives below)

Other: (list below)

3. PHA Requests for support from the Consolidated Plan Agency

Yes No: Does the PHA request financial or other support from the State or local government agency in order to meet the needs of its public housing residents or inventory? If yes, please list the 5 most important requests below:

- |    |   |
|----|---|
| 1. | Resident Services Coordinator Grant Fund                |
| 2. | Resident Assistant Program Subsidy                      |
| 3. | Rehabilitation Grant/Loan funds                         |
| 4. | Master Insurance Program                                |
| 5. | Management, Operational & Accounting guidelines support |

4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

The State of Connecticut Department of Economic and Community Development holds Public Hearing to obtain input for its Consolidated Plan. The Seymour Housing Authority has the opportunity to attend these hearings and make requests for program changes or additions based on need and other indicators in the PHA Plan.

## C. Criteria for Substantial Deviation and Significant Amendments

### 1. Amendment and Deviation Definitions

24 CFR Part 903.7(r)

PHAs are required to define and adopt their own standards of substantial deviation from the 5-year Plan and Significant Amendment to the Annual Plan. The definition of significant amendment is important because it defines when the PHA will subject a change to the policies or activities described in the Annual Plan to full public hearing and HUD review before implementation.

#### A. Substantial Deviation from the 5-year Plan:

#### B. Significant Amendment or Modification to the Annual Plan:

**Attachment A****Supporting Documents Available for Review**

PHAs are to indicate which documents are available for public review by placing a mark in the "Applicable & On Display" column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
	State/Local Government Certification of Consistency with the Consolidated Plan (not required for this update)	5 Year and Annual Plans
X	Fair Housing Documentation Supporting Fair Housing Certifications: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdiction to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
X	Housing Needs Statement of the Consolidated Plan for the jurisdiction/s in which the PHA is located and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O/ACOP), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
	Any policy governing occupancy of Police Officers in Public Housing check here if included in the public housing A&O Policy	Annual Plan: Eligibility, Selection, and Admissions Policies
	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the method for setting public housing flat rents check here if included in the public housing A&O Policy	Annual Plan: Rent Determination

X	Schedule of flat rent to be offered each public housing development check here if included in the public housing A&O Policy	Annual Plan: Rent Determination
	Section 8 rent determination (payment standard) policies check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
	Results of latest binding Public Housing Assessment System (PHAS) Assessment	Annual Plan: Management and Operations
	Follow-up Plan to Results of the PHAS Resident Satisfaction Survey (if necessary)	Annual Plan: Operations and Maintenance and Community Service & Self-Sufficiency
	Results of latest Section 8 Management Assessment System (SEMAP)	Annual Plan: Management and Operations
	Any required policies governing any Section 8 special housing types check here if included in Section 8 Administrative Plan	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures check here if included in the public housing A&O Policy	Annual Plan: Grievance Procedures
	Section 8 informal review and hearing procedures check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for any active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grants	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans, or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Self-evaluation, Needs Assessment and Transition Plan required by regulations implementing <del>504</del> of the Rehabilitation Act and the Americans with Disabilities Act. See, PIH 99-52 (HA).	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act, Section 22 of the US Housing Act of 1937, or Section 33 of the US Housing Act of 1937	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program (section _____ of the Section 8 Administrative Plan)	Annual Plan: Homeownership



	Cooperation agreement between the PHA and the TANF agency and between the PHA and local employment and training service agencies	Annual Plan: Community Service & Self-Sufficiency
	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
	Section 3 documentation required by 24 CFR Part 135, Subpart E	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report	Annual Plan: Safety and Crime Prevention
	PHDEP-related documentation: <ul style="list-style-type: none"> <li>· Baseline law enforcement services for public housing developments assisted under the PHDEP plan;</li> <li>· Consortium agreement/s between the PHAs participating in the consortium and a copy of the payment agreement between the consortium and HUD (applicable only to PHAs participating in a consortium as specified under 24 CFR 761.15);</li> <li>· Partnership agreements (indicating specific leveraged support) with agencies/organizations providing funding, services or other in-kind resources for PHDEP-funded activities;</li> <li>· Coordination with other law enforcement efforts;</li> <li>· Written agreement(s) with local law enforcement agencies (receiving any PHDEP funds); and</li> <li>· All crime statistics and other relevant data (including Part I and specified Part II crimes) that establish need for the public housing sites assisted under the PHDEP Plan.</li> </ul>	Annual Plan: Safety and Crime Prevention
X	Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G) check here if included in the public housing A&O Policy	Pet Policy
	The results of the most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

Annual Statement/Performance and Evaluation Report				ATTACHMENT B	
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary					
PHAName:		Grant Type and Number			Federal FY of Grant:
Housing Authority of the Town of Seymour		Capital Fund Program: CT26P03550100 Capital Fund Program Replacement Housing Factor Grant No:			2000
Original Annual Statement		Reserve for Disasters/Emergencies			Revised Annual Statement (revision no: )
Performance and Evaluation Report for Period Ending: 09/30/2001 Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements				
4	1410 Administration	\$2,011	\$1,374	\$1,374	\$1,374
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$7,760	\$7,760	\$7,760	\$7,360
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	\$87,663	\$88,300	\$88,145	\$88,545
11	1465.1 Dwelling Equipment—Nonexpendable	\$4,000	\$4,000	\$4,155	\$4,155
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1498 Mod Used for Development				
19	1502 Contingency				
20	Amount of Annual Grant: (sum of lines 2-19)	\$101,434	\$101,434	\$101,434	\$101,434
21	Amount of line 20 Related to LBP Activities				

22	Amount of line 20 Related to Section 504 Compliance				
23	Amount of line 20 Related to Security				
24	Amount of line 20 Related to Energy Conservation Measures	\$101,434			

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b> <b>Part II: Supporting Pages</b>								
PHA Name: Housing Authority of the Town of Seymour			<b>Grant Type and Number</b> Capital Fund Program#: CT26P03550100 Capital Fund Program Replacement Housing Factor#:			<b>Federal FY of Grant:</b> 2000		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Original	Revised	Funds Obligated	Funds Expended	
CT035001	Common Area HVAC Replace Electric Ventilation and Air Conditioning System with Gas fired "Chiller" system. Increase air intake to building; decrease air output from building. Condition hallway, community room, and office air in summer. Heat same in winter.	1460		\$87,663	\$88,300	\$88,145	\$88,545	Completed
CT035001	Refrigerator Replacement Replace 10 dwelling unit refrigerators with new 14 cu. ft. frost free refrigerators	1465.1		\$4,000	\$4,000	\$4,155	\$4,155	Completed
CT035001	Architect/Engineering Fees Design of bid documents and contract documents and contract supervision	1430.1		\$7,660	\$7,760	\$7,760	\$7,360	Completed
CT035001	Administrative Costs Planning and Advertising Costs	1410.19		\$2,011	\$1,374	\$1,374	\$1,374	Completed

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part III: Implementation Schedule							
PHAName: Housing Authority of the Town of Seymour		Grant Type and Number Capital Fund Program#: CT26P03550100 Capital Fund Program Replacement Housing Factor#:				Federal FY of Grant: 2000	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates	
	Original	Revised	Actual	Original	Revised	Actual	
CT035001	03/31/2002		6/08/2001	03/31/2003		10/10/2001	Project completed two years before schedule.

AnnualStatement/PerformanceandEvaluationReport CapitalFundProgramandCapitalFundProgramReplacementHousingFactor(CFP/CFPRHF)Part1:Summary					
PHANAME:  HOUSINGAUTHORITYOFTHETOWNOFSEYMOUR		GrantTypeandNumber CapitalFundProgram: CT26P03550101 CapitalFundProgram ReplacementHousingFactorGrantNo:			FederalFYofGrant:  2001
OriginalAnnualStatement		ReserveforDisasters/Emergencies RevisedAnnualStatement(revisionno: )			
PerformanceandEvaluationReportforPeriodEnding:9/30/2002FinalPerformanceandEvaluationReport					
Line No.	SummarybyDevelopmentAccount	TotalEstimatedCost		TotalActualCost	
		Original	Revised	Obligated	Expended

1	Total Non-CFP Funds				
2	1406 Operations		\$10,000		
3	1408 Management Improvements				
4	1410 Administration	\$2,011	\$2,011		
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$7,760	\$7,760		
8	1440 Site Acquisition				
9	1450 Site Improvement	\$30,000	-0-		
10	1460 Dwelling Structures	\$59,308	\$79,153	\$17,300	\$17,300
11	1465.1 Dwelling Equipment—Nonexpendable	\$4,000	\$4,155	\$4,155	\$4,155
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1498 Mod Used for Development				
19	1502 Contingency				
20	Amount of Annual Grant: (sum of lines 2-19)	\$103,079	\$103,079	\$21,455	\$21,455
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Compliance				
23	Amount of line 20 Related to Security				
24	Amount of line 20 Related to Energy Conservation Measures		\$17,300	\$17,300	\$17,300

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b> <b>Part II: Supporting Pages</b>								
PHA Name: HOUSING AUTHORITY OF THE TOWN OF SEYMOUR			<b>Grant Type and Number</b> Capital Fund Program #: CT26P03550101 Capital Fund Program Replacement Housing Factor #:			<b>Federal FY of Grant:</b> 2001		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Original	Revised	Funds Obligated	Funds Expended	
CT035001	<b>CARPET REPLACEMENT</b> Remove existing carpet & kitchen linoleum. Re-secure subfloor with 2 1/2" screws to eliminate squeaking. Install 8' X 6' VCT in kitchen area. Re-carpet unit. 20 one-bedroom units	1460	20 units	\$46,308	\$47,847	-0-	-0-	Being designed
CT035001	<b>PARKING LOT OVERLAY</b> Overlay parking lot with 1 1/2" compressed bituminous concrete surface.	1450	1 lot	\$30,000	\$-0-	-0-	-0-	Revised - not included
CT035001	<b>FIRST FLOOR HALLWAY            SUSPENDED CEILING</b> Replace suspended ceiling on first floor with 2' X 2' pad to match community room. Replace lighting fixtures with 2' X 2' t-8 ballast fixtures in first floor hallway.	1460	First floor	\$13,000	\$13,000	-0-	-0-	Being designed
CT035001	<b>REFRIGERATOR REPLACEMENT</b> Replace 10 dwelling unit refrigerators with new 14 cu. ft. frost-free refrigerators	1465.1	10 refrigerators	\$4,000	\$4,155	\$4,155	\$4,155	Complete

CT035001	COMMON AREA HALLWAY AIR CONDITIONING Install cooling "blower" cabinets chilled by chillers system on upper floors. Install ceiling mounted cooling cabinet for first floor.	1460	4	\$-0-	\$18,306	\$17,300	\$17,300	Completed
CT035001	OPERATIONS Provide \$10,000 for SHA Operations	1406	1	\$-0-	\$10,000	\$-0-	\$-0-	Un-funded
CT035001	ARCHITECT/ENGINEERING FEES Design of bid and contract documents and contract supervision.	1430.1		\$7,760	\$7,760	\$7,760	\$-0-	Selection process completed
CT035001	ADMINISTRATIVE COSTS Printing & Advertising	1410.19		\$2,011	\$2,011	\$-0-	\$-0-	unspent



<b>Annual Statement/Performance and Evaluation Report</b>							
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b>							
<b>Part III: Implementation Schedule</b>							
PHAName: HOUSING AUTHORITY OF THE TOWN OF SEYMOUR		Grant Type and Number Capital Fund Program#: CT26P03550101 Capital Fund Program Replacement Housing Factor#:				Federal FY of Grant: 2001	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates		
	Original	Revised	Actual	Original	Revised	Actual	
CT035001	03/31/2003			03/31/2004			

<b>Annual Statement/Performance and Evaluation Report BUDGET SUBMISSION</b>					
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary</b>					
PHAName: HOUSING AUTHORITY OF THE TOWN OF SEYMOUR		Grant Type and Number Capital Fund Program: CT26P03550102 Capital Fund Program Replacement Housing Factor Grant No:			Federal FY of Grant: 2002
Original Annual Statement		Reserve for Disasters/Emergencies Revised Annual Statement (revision no: )			
Performance and Evaluation Report for Period Ending: 9/30/2002 Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended

1	Total non-CFP Funds				
2	1406 Operations	\$9,815.00			
3	1408 Management Improvements	\$10,000.00			
4	1410 Administration	\$2,011.00			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$7,760.00			
8	1440 Site Acquisition				
9	1450 Site Improvement	\$6,500.00			
10	1460 Dwelling Structures	\$57,567.00			
11	1465.1 Dwelling Equipment—Nonexpendable	\$4,500.00			
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1498 Mod Used for Development				
19	1502 Contingency				
20	Amount of Annual Grant: (sum of lines 2-19)	\$98,153.00			
21	Amount of line 20 Related to LBP Activities	\$0.00			
22	Amount of line 20 Related to Section 504 Compliance	\$0.00			
23	Amount of line 20 Related to Security				
24	Amount of line 20 Related to Energy Conservation Measures				

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b> <b>Part II: Supporting Pages</b>								
PHA Name: Housing Authority of the Town of Seymour			<b>Grant Type and Number</b> Capital Fund Program#: CT26P03550102 Capital Fund Program Replacement Housing Factor#:			<b>Federal FY of Grant:</b> 2002		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Original	Revised	Funds Obligated	Funds Expended	
CT035-001	Replace common area hallway carpeting	1460		\$30,000.00				
CT035-001	Replace common area hallway lighting	1460		\$19,567.00				
CT035-001	Replace Office copy machine	1408		\$10,000.00				
CT035-001	Refrigerator Replacement	1465.1		\$4,500.00				
CT035-001	Sewer Line Repairs	1460		\$8,000.00				
CT035-001	Patio in Front Yard	1450		\$6,500.00				
CT035-001	Operating Funds	1406		\$9,815.00				
CT035-001	Architectural/Engineer Fees	1430		\$7,760.00				
CT035-001	Administrative Fees	1410		\$2,011.00				

Annual Statement/Performance and Evaluation Report							
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)							
Part III: Implementation Schedule							
PHA Name: Housing Authority of the Town of Seymour		Grant Type and Number Capital Fund Program #: CT035P03550102 Capital Fund Program Replacement Housing Factor #:				Federal FY of Grant: 2002	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates	
	Original	Revised	Actual	Original	Revised	Actual	
CT035-001	9/15/2003			9/15/2004			



**ATTACHMENT C :****Capital Fund Program 5-Year Action Plan**

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal years. Copy this table as many times as necessary. Note: PHA need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

CFP5-YearActionPlan		
Originalstatement	Revisedstatement	
Development Number	DevelopmentName (orindicatePHAwide)	
CT035001	Rev.CallahanHouse	
DescriptionofNeededPhysicalImprovementsorManagement Improvements	EstimatedCost	PlannedStartDate (HAFiscalYear)
SEEBELOW		
Totalestimatedcostovertnext5years		

<b>Optional 5-Year Action Plan Tables</b>			
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>

<b>CT035001</b>	<b>Rev.CallahanHouse</b>	<b>1</b>	<b>1.25%</b>	
<b>Description of Needed Physical Improvements or Management Improvements</b>			<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
<b>WORK STATEMENT FOR YEAR 1</b>				
<b>Carpet Replacement.</b> Remove existing carpeting, 2 <sup>nd</sup> , 3 <sup>rd</sup> , & 4 <sup>th</sup> floors. Re-secure subfloor with 2½" screws to eliminate squeaking. Re-carpet hallways 2 <sup>nd</sup> , 3 <sup>rd</sup> , & 4 <sup>th</sup> floors.			\$30,000.00	FFY 2002
<b>Common Area Lighting Replacements.</b> Remove overhead fluorescent lighting in corridors. Install sconces or trough lighting that provides ambient lighting for more residential appearance.			\$19,567.00	FFY 2002
<b>Replace Office Copy Machine.</b> Replace office copy machine.			\$10,000.00	<b>FFY 2002</b>
<b>Refrigerator Replacement.</b> Replace 10 dwelling unit refrigerators with new 14 cu.ft. frost-free refrigerators.			\$4,500.00	<b>FFY 2002</b>
<b>Sewer Line Repairs.</b> Repair sewer line at apartment 1 B. Remove lower kitchen cabinets, demo wall, excavate lateral to vertical line at 90 degree angle, replace cast iron as required.			\$8,000.00	FFY 2002
<b>Patio in Frontyard.</b> Install paver patio (15' X 20') in front yard of Callahan House.			\$6,500.00	FFY 2002
<b>Operating Funds.</b> Provide funds to operating budget.			\$9,815.00	FFY 2002
<b>Architectural/Engineering Fees.</b> Design of bid and contract documents and contract supervision.			\$7,760.00	FFY 2002
<b>Administrative Costs.</b> Printing and advertising costs.			\$2,011.00	FFY 2002
<b>Total cost CT26P03550102</b>			<u>\$98,153.00</u>	
<b>WORK STATEMENT FOR YEAR 1</b>				
<b>Demolition of Community Center:</b> Waniga Senior Community Center, 30			\$68,529.00	FFY 2003

Smith Street must be removed to make way for a detention pond for the State Funded Assisted Living PILOT Demonstration Project, 56 units of Assisted Living units. Project involves demolition of two story house and attached garage. The Authority will attempt to sell the house & garage prior to demolition.

**Cycle Paint Apartments:** Cycle Paint 8 apartments. Labor & material. \$7,200.00 FFY2003  
Prepare, patch, & paint walls & ceilings.

**Refrigerator Replacement.** Replace 10 dwelling unit refrigerators with new 14 cu. ft. frost free refrigerators. \$4,500.00 FFY2003

**Operating Funds.** Provide funds to operating budget. \$10,000.00 FFY2003

<b>Totalestimatedcostovernext5years</b>	<b>Continued...</b>	
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TableLibrary



Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
CT035001	Rev. Callahan House	1	1.25%
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
<b>Architectural/Engineering Fees.</b> Design of bid and contract documents and contracts supervision.		\$7,760.00	<b>FFY 2003</b>
<b>Administrative Costs.</b> Printing and advertising costs.		\$2,011.00	FFY 2003
<b>WORK STATEMENT FOR YEAR 2</b>			
<b>Direct Digital Controller for heating &amp; cooling system:</b> Install a direct digital controller for heating & cooling system. This device will automate the Go-generation system and the chiller for comfortable and economic operation. It will also provide for remote operation from PC computer.		\$25,000.00	FFY 2004
<b>Heating Conversion:</b> Convert 3rd floor electric heat to baseboard hydronic system. Tied into Cogeneration system.		\$45,000.00	FFY 2004
<b>Cycle Paint Apartments:</b> Cycle Paint 8 apartments. Labor & material. Prepare, patch, & paint walls & ceilings.		\$7,200.00	FFY 2004
<b>Refrigerator Replacement.</b> Replace 10 dwelling unit refrigerators with new 14 cu. ft. frost-free refrigerators.		\$4,500.00	FFY 2004
<b>Operating Funds.</b> Provide funds to operating budget.		\$10,000.00	FFY 2004
<b>Architectural/Engineering Fees.</b> Design of bid and contract documents and contracts supervision.		\$7,760.00	FFY 2004
<b>Administrative Costs.</b> Printing and advertising costs.		\$2,011.00	FFY 2004
<b>WORK STATEMENT FOR YEAR 3</b>			
<b>Repair/refit cable TV wire runs:</b> Re-run cable TV wiring. Conceal in chases or			

wire mold. Add to bedrooms.	\$40,000.00	FFY2005
<b>Ceiling Repairs/cracks, prior repair etc.</b> : Repair ceiling cracks and prior repair stop popcorn ceilings in all dwelling units.	\$35,000.00	FFY2005
<b>Cycle Paint Apartments:</b> Cycle Paint 8 apartments. Labor & material. Prepare, patch, & paint walls & ceilings.	\$7,200.00	FFY2005
<b>Refrigerator Replacement.</b> Replace 10 dwelling unit refrigerators with new 14 cu. ft. frost free refrigerators.	\$4,500.00	FFY2005
<b>Operating Funds.</b> Provide funds to operating budget.	\$10,000.00	FFY2005
<b>Architectural/Engineering Fees.</b> Design of bid and contract documents and contract supervision.	\$7,760.00	FFY2005
<b>Administrative Costs.</b> Printing and advertising costs.	\$2,011.00	FFY2005
<b>Work Statement Year 4</b>		
<b>Toilet Standoffs.</b> 60% of the toilet flanges are broken. Remove bathroom-ceiling sections. Replace toilet standoffs and flanges. Replace bathroom ceilings.	\$80,000.00	FFY2006
<b>Cycle Paint Apartments:</b> Cycle Paint 8 apartments. Labor & material. Prepare, patch, & paint walls & ceilings.	\$7,200.00	FFY2006
<b>Refrigerator Replacement.</b> Replace 10 dwelling unit refrigerators with new 14 cu. ft. frost free refrigerators.	\$4,500.00	FFY2006
<b>Operating Funds.</b> Provide funds to operating budget.	\$10,000.00	FFY2006

<b>Architectural/Engineering Fees.</b> Design of bid and contract documents and contract supervision.	\$7,760.00	FFY2006
<b>Administrative Costs.</b> Printing and advertising costs <b>Work Statement Year 5</b>	\$2,011.00	<b>FFY2006</b>
<b>Install Additional Kitchen Base Cabinets in Dwelling Units.</b> Install base cabinets in kitchen area to provide residents with more storage space and counter workspace.	\$80,000.00	<b>FFY2007</b>
<b>Cycle Paint Apartments:</b> Cycle Paint 8 apartments. Labor & material. Prepare, patch, & paint walls & ceilings.	\$7,200.00	<b>FFY2007</b>
<b>Refrigerator Replacement.</b> Replace 10 dwelling unit refrigerators with new 14 cu. ft. frost-free refrigerators.	\$4,500.00	<b>FFY2007</b>
<b>Operating Funds.</b> Provide funds to operating budget.	\$10,000.00	<b>FFY2007</b>
<b>Architectural/Engineering Fees.</b> Design of bid and contract documents and contract supervision.	\$7,760.00	FFY2007
<b>Administrative Costs.</b> Printing and advertising costs	\$2,011.00	FFY2007
<b>Carpet Replacement.</b> Remove existing carpeting & kitchen linoleum. Re-secure subfloor with 2½" screws to eliminate squeaking. Install 8' X 6' VCT in kitchen area. Re-carpet unit.	\$23,000.00	FFY2007
<b>Common Area Hallway Refinish</b> . Refinish wall covering in common area hallways. Install vinyl wallpaper and accent border.	\$13,500.00	FFY2007
<b>Alternative to Years 4 &amp; 5</b>		

*Should we be successful in obtaining a new project for independent elderly units, this will make provision to convert efficiency unit to one-bedroom units. A rate of 4 units per year approximate cost \$25,000 per unit.*

**Total estimated cost over next 5 years**

## ATTACHMENT D

### PHA Public Housing Drug Elimination Program Plan

**Note:** THIS PHDEP Plan template (HUD 50075-PHDEP Plan) is to be completed in accordance with Instructions located in applicable PIH Notices.

#### **Section 1: General Information/History**

**A. Amount of PHDEP Grant** \$ \$25,000

**B. Eligibility type (Indicate with an "x")**      N1 \_\_\_\_\_ N2 \_\_\_\_\_      R X \_\_\_\_\_

**C. FFY in which funding is requested** 2003

#### **D. Executive Summary of Annual PHDEP Plan**

In the space below, provide a brief overview of the PHDEP Plan, including highlights of major initiatives or activities undertaken. It may include a description of the expected outcomes. The summary must not be more than five (5) sentences long.

The Seymour Housing Authority wishes to apply for a Technical Assistance Grant through PHDEP. We understand that \$25,000 may be available through a yet to be released NOFA. The grant would be used to develop a relationship with the Seymour Police Department,

assess/secure resources available to implement a Housing Police Officer position, create a crime tracking system, create a method of sharing data between the Seymour PD and the Housing Authority. The school system must also be considered for developing a memorandum of agreement to secure and share information. It is the intention to reduce crime Authority wide with this program. Many problems have occurred on our State property. Seymour is a small community of \$13,000 people. The Seymour Housing Authority mostly houses elderly, however, we operate 81 State of Connecticut Family housing units. There have been some felony incidents that have occurred over the past year that have caused great concern in the community.

### E. Target Areas

Complete the following table by indicating each PHDEPTarget Area (development or site where activities will be conducted), the total number of units in each PHDEPTarget Area, and the total number of individuals expected to participate in PHDEP sponsored activities in each Target Area. Unit count information should be consistent with that available in PIC.

PHDEPTarget Areas (Name of development(s) or site)	Total # of Units within the PHDEPTarget Area(s)	Total Population to be Served within the PHDEPTarget Area(s)
Rev. Callahan House CT035001	80	96
State Moderate Rental Program	81	350

### F. Duration of Program

Indicate the duration (number of months funds will be required) of the PHDEP Program proposed under this Plan (place an "x" to indicate the length of program by # of months. For "Other", identify the # of months).

12 Months   X   18 Months        24 Months       

### G. PHDEP Program History

Indicate each FY that funding has been received under the PHDEP Program (place an "x" by each applicable Year) and provide amount of funding received. If previously funded programs haven't been closed out at the time of this submission, indicate the fund balance and anticipated completion date. The Fund Balance should reflect the balance as of Date of Submission of the PHDEP Plan. The Grant Term End Dates should include any HUD-approved extensions or waivers. For grant extensions received, place "GE" in column or "W" for waivers.

Fiscal Year of Funding	PHDEP Funding Received	Grant#	Fund Balance as of Date of this Submission	Grant Extensions or Waivers	Grant Start Date	Grant Term End Date
FY1995						
FY1996						
FY1997						
FY1998						
FY1999						

## **Section 2: PHDEP Plan Goals and Budget**

### **A. PHDEP Plan Summary**

In the space below, summarize the PHDEP strategy to address the needs of the target population/target area(s). Your summary should briefly identify the broad goals and objectives, the role of plan partners, and your system or process for monitoring and evaluating PHDEP-funded activities. This summary should not exceed 5-10 sentences.

The Seymour Housing Authority proposes to hire a consultant to update the assessment of criminal data. The consultant would also draft policy and contractual arrangements to provide a Housing Authority Police Officer that would be contracted through the Seymour Police Department. The consultant would provide the Seymour Housing Authority with funding sources to fund this position including HUD's PHDEP grant. The consultant would review and recommend revisions to the Seymour Housing Authority policy & procedures for Tenant Selection and Continued Occupancy. The Seymour Housing Authority has developed Block Watch for each community. The consultant will assess the block watch committees and provide tools for success.

### **B. PHDEP Budget Summary**

Enter the total amount of PHDEP funding allocated to each line item.

<b>FFY 2003 PHDEP Budget Summary</b>	
<b>Original statement</b>	
<b>Revised statement dated:</b>	
<b>Budget Line Item</b>	<b>Total Funding</b>
9110–Reimbursement of Law Enforcement	
9115–Special Initiative	
9116–Gun Buyback/TAMatch	
9120–Security Personnel	
9130–Employment of Investigators	
9140–Voluntary Tenant Patrol	
9150–Physical Improvements	
9160–Drug Prevention	
9170–Drug Intervention	
9180–Drug Treatment	
9190–Other Program Costs	\$25,000
<b>TOTAL PHDEP FUNDING</b>	

### C. PHDEP Plan Goals and Activities

In the tables below, provide information on the PHDEP strategy summarized above by budget line item. Each goal and objective should be numbered sequentially for each budget line item (where applicable). Use as many rows as necessary to list proposed activities (additional rows may be inserted in the tables). PHAs are not required to provide information in shaded boxes. Information provided must be concise—not to exceed two sentences in any column. Tables for line items in which the PHA has no planned goals or activities may be deleted.

9110–Reimbursement of Law Enforcement					Total PHDEP Funding: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHED P Funding	Other Funding (Amount/ Source)	Performance Indicators

1.							
2.							
3.							

9115-SpecialInitiative					TotalPHEDPFunding:\$		
Goal(s)							
Objectives							
ProposedActivities	#of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	OtherFunding (Amount/ Source)	PerformanceIndicators
1.							
2.							
3.							

9116-GunBuybackTAMatch					TotalPHDEPFunding:\$		
Goal(s)							
Objectives							
ProposedActivities	#of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDep Funding	OtherFunding (Amount/Source)	PerformanceIndicators
1.							
2.							
3.							



9120-SecurityPersonnel					TotalPHDEPFunding:\$		
Goal(s)							
Objectives							
ProposedActivities	#of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDep Funding	OtherFunding (Amount/Source)	PerformanceIndicators
1.							
2.							
3.							

9130—Employment of Investigators					Total PHEDEP Funding: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount/Source)	Performance Indicators
1.							
2.							
3.							

9140– VoluntaryTenantPatrol					TotalPHEDEPFunding:\$		
Goal(s)							
Objectives							
ProposedActivities	#of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	OtherFunding (Amount/Source)	PerformanceIndicators
1.							
2.							

3.							
----	--	--	--	--	--	--	--

9150- PhysicalImprovements					TotalPHDEPFunding:\$		
Goal(s)							
Objectives							
ProposedActivities	#of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDep Funding	OtherFunding (Amount/Source)	PerformanceIndicators
1.							
2.							
3.							

9160-DrugPrevention					TotalPHDEPFunding:\$		
Goal(s)							
Objectives							
ProposedActivities	#of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDep Funding	OtherFunding (Amount/Source)	PerformanceIndicators
1.							
2.							
3.							

9170-DrugIntervention					TotalPHDEPFunding:\$		
Goal(s)							
Objectives							
ProposedActivities	#of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDep Funding	OtherFunding (Amount/Source)	PerformanceIndicators

1.							
2.							
3.							

9180-Drug Treatment					Total PHDEP Funding: \$		
Goal(s)							
Objectives							
Proposed Activities	#of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDep Funding	Other Funding (Amount/Source)	Performance Indicators
1.							
2.							
3.							

9190-OtherProgramCosts					TotalPHDEPFunds:\$		
Goal(s)							
Objectives							
ProposedActivities	#of Person s Served	Target Population	Start Date	Expected Complete Date	PHEDep Funding	OtherFunding (Amount/Source)	PerformanceIndicators
1.TechnicalAssistance			4/200 3	6/2003	\$25,000		IncreasedTenantinvolvement& memorandumofagreementwith SeymourPoliceDept.andSchool System.
2.							
3.							

## Required Attachment E: Resident Member on the PHA Governing Board

1. Yes No: Does the PHA governing board include at least one member who is directly assisted by the PHA this year? (if no, skip to #2)

A. Name of resident member(s) on the governing board: Nicholas Dota

B. How was the resident board member selected: (select one)?

Elected

Appointed

C. The term of appointment is (include the date term expires): 11/30/99 to 11/30/2003

2. A. If the PHA governing board does not have at least one member who is directly assisted by the PHA, why not?

the PHA is located in a State that requires the members of a governing board to be salaried and serve on a full time basis

the PHA has less than 300 public housing units, has provided reasonable notice to the resident advisory board of the opportunity to serve on the governing board, and has not been notified by any resident of their interest to participate in the Board.

Other (explain):

B. Date of next term expiration of a governing board member: 11/30/2003

C. Name and title of appointing official(s) for governing board (indicate appointing official for the next position):

Scott Barton

First Selectman

Town of Seymour

Town Hall

One First Street

Seymour, CT 06483

**Required Attachment   F  : Membership of the Resident Advisory Board or Boards**

List members of the Resident Advisory Board or Boards: (If the list would be unreasonably long, list organizations represented or otherwise provide a description sufficient to identify how members are chosen.)

1. Laura Bengivengo—President
2. Ruth Ewen—Vice President
3. Jean Jacobs—Treasurer
4. Helen Joseph—Secretary

Elections are done at each annual meeting, usually in November.

## ATTACHMENT G

### SEYMOUR HOUSING AUTHORITY PUBLIC HEARING ON 5-YR. COMPREHENSIVE AGENCY PLAN HELD AT REV. CALLAHAN HOUSE 32 SMITH STREET SEYMOUR, CT ON SEPTEMBER 19, 2002 AT 6:30 PM

Public Hearing Held on September 19, 2002 at the Reverend Callahan House, 32 Smith Street, Seymour for presentation of the 2003 Comprehensive Agency Plan.

**Public Attendance:**

Residents of Reverend Callahan House 32 Smith Street:

Jan Bruneau	4T
Paul Martin	4P
Mary Thayer	1L
Armande Pelletier	1G
Helen Joseph	4J
Ruth Ewen	4M
Val Poulin	4A
William Rosa	3L
Jean Jacobs	4N
Virginia Dota	4W
Nicholas Dota	4W
Louise Andruckevich	3H
Neria Aponte	2E
Walter Anderson	2C
Addie Dahn	1B
Anne Reimer	3N
Doris Sykes	2M
Evelyn Connors	2F
Geri Salzano	4X

Also present David J Keyser, Executive Director.

At 6:33 pm the Executive Director David J Keyser explained that this hearing is required by Legislation of the Federal Government since 1998 for resident and public input for the Agency Plan.

It is the responsibility of the Housing Authority to provide safe, decent affordable housing to its residents. The changes that have been made are based upon HUD changes due to Federal regulation changes in the Tenant Selection and Occupancy Policy. The objective is to provide safe housing and keep it safe.

The changes that affect the selection process are in the areas of Drug Related Activity, Alcohol abuse and disruption to neighbors. The key is for tenants to have peaceful enjoyment of the premises. The changes are that evictions can take place if any household member is convicted of drugs on or off the property. In the applications screening process we are required to do Police Background checks from local town police that

applicants reside, State police and our own Seymour Police Dept. When an applicant comes back with an FBI # the Housing Authority is required to provide fingerprint cards to the applicant and have the card returned to HA for submission to the State Police for a record check, 5 to 6 applications per year are rejected due to FBI listings and police background checks.

There will be a Lease addendum given to all tenants after the changes have been adopted by the Board of Commissioners at the October Meeting, the addendums will be issued in January 2003 for signing. The addendums are changes in regulations regarding drug, alcohol related incidents that are a nuisance to neighbors causing disruption of tenants' right to peaceful enjoyment of the premises.

The new regulations also provide the SHA with the right to request release of information from rehabilitation facilities in order to determine if the applicant has successfully been rehabilitated so as not to create a disruption of other tenants. If the applicant has been rejected for such activities they are entitled to an informal hearing and it is their right to prove they have been rehabilitated.

Also false information given during the verification process gives the SHA the right to terminate a lease. The Executive Director goes on to explain a case in Federally Funded Family Housing where the teenage son was selling drugs out of the household and it turned out in the end that the leaseholder is responsible for the actions of the family member that reside in the household as well as the visitors. The Lease Holder is responsible for knowing what goes on in their household.

The annual inspection protocol has been changed to the following:

- Initial letter stating Annual Inspections will be starting
- Individual Tenant receives 24 hr Notice
- Units are rechecked for housekeeping
- Letter of problems given out at day of inspection and 10 days notice to correct problems.
- Inspector again after 10 days and issues another letter giving additional time to correct deficiencies
- Pre-termination notices sent out giving another 21 days to cleanup.

These are all part of the federal regulations and the SHA is required to do so because of Federal dollars are being supplied to the Building.

The executive Director stated that the Authority understands that there are physical barriers and not everyone has the capability to keep their unit the way they would like. The Authority is here to help and can recommend a network of agencies that can help.

The Executive Director began to explain the changes in the 5 year Capital Fund Spending and shows a map of the proposed assisted living facility for Smith Street. In the plan it shows the Town requires a detention pond and in order to put in the detention pond the Wagner house will need to be demolished, also there need to be a land swap between Callahan House and the Proposed ASL. He explained that both the ASL and the Middle School Project are hanging by a shoestring as far as funding is concerned, and if the Middle School Project does not come through the units at Callahan house will have to remain inefficient.

**Public Comment: Virginia Dota "If Pine Street is denied can you re-apply?"**

**Response: "The Land is only available for a certain period of time if it goes beyond that the answer is no"**

The Authority has applied for Section 8 Voucher program in order to designate the building for elderly housing only. The Section 8 voucher will allow the young disabled to reside within the community and a subsidy will be provided for the applicants. The Middle School Project is applying for a 100% grant if the grant is not approved and a loan is taken out the rents will escalate to between 500 to 700 per month, and changing the community that we serve. It may be possible to designate an entire building of the Middle School Project to section 8 disabled individuals in order to help finance the new project. This needs to be

included in the Comprehensive Agency Plan.

The Capital Fund Program is \$100,000.00 per year from HUD, for the year 2002 \$98,153.00 has been allocated. The spending Plan for these funds are as follows:

### **2002**

10 Refrigerators  
Sewer Replacement 1<sup>st</sup> Floor  
Patio Front Yard  
Hallway Carpet 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> floor  
Lighting in Common Areas  
Copier for Office

### **2003**

Cycle Paint Apartments  
10 Refrigerators  
Demolition of Wagnia House

### **2004**

Cycle Paint Apartments  
10 Refrigerators  
Upgraded digital Surveillance Cameras  
Convert Heat on 3<sup>rd</sup> and 4<sup>th</sup> floors

**Public Comments: Helen Joseph "Will tapes go into regular VCR?"**

**Response: "No the tapes only fit in the recorder"**

### **2005**

Cycle Paint Apartments  
10 Refrigerators  
Repair Cable Wires  
Repair Popcorn Ceiling  
DDC Heating

*Public Comment: Nicholas Dota "At the Xmas Party the room starts off comfortable and then gets too hot"*

**Response: The heat is shut off during party it is body heat that makes it hot.**

### **2006**

Cycle Paint Apartments  
10 Refrigerators  
Toilet Standoffs

### **2007**



Cycle Paint Apartments  
 10 Refrigerators  
 Cabinets and Countertops with new design to create more space

2001 still has money to spend, which was allocated for the following:

Re-pave Parking lot  
 Carpet 1/2 the building  
 Ceiling on the 1<sup>st</sup> floor

Decided not to do the parking lot re-paving this year due to possible Assisted Living Facility being built then parking lot will have to be re-done and there will be no sense replacing the carpets in all the units if the Middle School Project goes through only the one Bedroom unit's carpet will be replaced. Instead we will replace the ceiling on the 1<sup>st</sup> floor and do the lighting in the hallway.

Sometime within the next week the Housing Authority staff will be coming around to each unit to see which floors have been replaced and we will schedule new tile floors for the units not already replaced. The carpet is necessary and we need to find a durable carpet able to withstand many years of traffic.

**Public Comment: William Rosa "Can we install our own carpet?"**

**Response: "No"**

**Public Comment: Paul Martin "Can we cut into the bank of the property next door to allow for more parking?"**

**Response: "No, we do not own that property yet"**

Budget: Next year's budget receiving \$74,000.00 in subsidy, would have been more but we had to pay back \$32,000.00 to HUD because we saved on Energy.

The Callahan House has started a block watch committee there are 7 people on the Block Watch and they have been given parking tickets and the authority to ticket cars that do not belong in the lot. All tenants must advise their visitor to park on the street.

The Katherine Matthies Foundation has money available and the block watch has discussed hiring a consultant to come in and do a safety and evacuation plan for the tenants of Callahan House.

The Police Department provides a copy of an Activity log however, as of this date the Community Police Officer position has been terminated, the Housing Authority needs to draft an agreement with the Seymour Police Department to provide activity logs and to keep a barred list of all individuals who are barred from Housing Authority Property.

The Housing Authority is looking into funds for a security assessment that funds \$25,000.00 for a consultant to establish a need for Housing Police. The SHA would contract through the Seymour Police Department and that one office designated would work directly with the Housing Authority and be able to share information on juvenile tenants that may have broken the law this is funded by HUD but we need seed money to apply for the grant.

Are there any questions or comments?

*Public Comment: Louise Andruckevich "This is a wonderful place to live, I love it here, there is nothing better than living here."*

Response: “Thank you, Louise, I’m glad you’re very happy here.”

Public hearing adjourned at 7:45 pm

## **ATTACHMENT H**

### **Housing Needs of Families in the Jurisdiction**

Housing Needs of Families in the Jurisdiction By Family Type							
Family Type	Overall	Affordability	Supply	Quality	Accessibility	Size	Location
Income ≤ 30% of AMI	140,778	N/A	N/A	N/A	N/A	N/A	N/A
Income > 30% but ≤ 50% of AMI	119,929	N/A	N/A	N/A	N/A	N/A	N/A
Income > 50% but < 80% of AMI	135,941	N/A	N/A	N/A	N/A	N/A	N/A
Elderly	291,987	N/A	N/A	N/A	N/A	N/A	N/A
Families with Disabilities	124,000	N/A	N/A	N/A	N/A	N/A	N/A
White Non-Hispanic	1,123,673						
Black Non-Hispanic	87,364						
Hispanic	59,063						
Other	15,996						

Source: State of Connecticut Consolidated Plan January 1995 indicated Race Ethnicity by total household

## **ATTACHMENT I**

### Financial Resources FY2002

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1 Federal Grants (FY2002 grants)</b>		
a) Public Housing Operating Fund	\$74,087.00	
b) Public Housing Capital Fund	\$100,00.00	
c) HOPEVI Revitalization		
d) HOPEVI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance		
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
<b>2. Prior Year Federal Grants (un-obligated fund only) (list below)</b>		
<b>3. Public Housing Dwelling Rental Income</b>	\$265,982.00	Public Housing Operations
<b>4. Other income</b> (list below)		

Interest Income	\$2,000.00	Public Housing Operations
Other Income	\$10,000.00	Public Housing Operations
<b>4. Non-federal sources</b> (list below)		
<b>Total resources</b>	\$452,069.00	

## **ATTACHMENT J**

### **STATEMENT OF ACHIEVEMENTS**

#### **Management Issues:**

The Seymour Housing Authority continued to operate its program in a manner to strive to be recognized as a High Performer. We worked with a consultant to begin the process to build new units so we can change the density in our existing building by creating larger one-bedroom units to replace the 60 efficiency apartments thus making our units more marketable. We have kept our uncollected rents below 3% and an occupancy rate above 97%. In March 2002 we added an additional office staff person to handle Occupancy and Applications and provide administrative assistance to the Executive Director.

In an effort to promote a motivating work environment with a capable and efficient team of employees to operate as a customer-friendly and fiscally prudent leader in the affordable housing industry, we have secured the services of ACM Resources to consult, train, and facilitate office productivity and proficiency. A retreat was held on October 8, 2002.

#### **Objectives Met to obtain Marketing Goals**

We attended the Shelton Senior Health Fair and took out a booth thus displaying our housing stock. We held a raffle and collected names of visitors to the booth. A mailing went out to those visitors.

We continued to implement the provisions of the Affirmative Fair Marketing Plan. Mailings were made to the listed outreach concerns and we did receive several applications from this effort.

#### **Objectives Met to obtain Housing Stock Goals**

1. The Town of Seymour, by way of Town Vote and Board of Selectmen Resolution, have agreed to

Lease a 2.43 Acre building lot located on Pine and Derby Ave. for the purpose of constructing 58 units of independent living elderly apartments.

2. In respect to the 58 units Pine Street Project, we have received a \$41,000.00 pre-development loan from the Connecticut Housing Investment Fund. With these funds we have secured preliminary design consulting, attorney services, land surveys and site design consulting.
3. In respect to the 58 units Pine Street Project, we have applied to Planning & Zoning for approvals, a process that as of the date of this submission has not been finalized.
4. In respect to the 58 units Pine Street Project, we have applied for and received Wetland Commission approval for this site.
5. In respect to the 58 units Pine Street Project, we have secured approval of the Seymour Board of Fire Chiefs.
6. With regard to the 45 unit Congregate facility, the following has taken place:

- a. The State of Connecticut has issued a Response for Proposal for entities interested in developing congregate projects to apply by October 15, 2001. This would provide dollars for construction and rental subsidy during the on-going operational period.

We have received a \$40,000.00 pre-development loan from the Connecticut Housing Finance Authority. These funds will be used to pay for preliminary design and site work.

We have entered into an agreement to purchase a 9+ acre parcel adjacent to the Rev. Callahan House (Federal LIPHElderly) Complex for a price of \$600,000.

We obtained Seymour Town Zoning & Wetland approval.

On October 15, 2001 we applied to the State of Connecticut Department of Economic and Community Development for a Congregate Housing Construction Grant.

8. We are currently attempting to obtain funding for the 58 unit independent elderly housing complex.
9. With regard to the 56 unit Assisted Living facility, the following has taken place:
  - a. The State of Connecticut has issued a Response for Proposal for entities interested in developing Congregate projects to apply by December 15, 2002. This would provide dollars for construction and rental subsidy during the on-going operational period.

We have received a \$40,000.00 pre-development loan from the Connecticut Housing Finance Authority. These funds will be used to pay for preliminary design and site work.

We have entered into an agreement to purchase a 9+ acre parcel adjacent to the Rev. Callahan House (Federal LIPHElderly) Complex for a price of \$650,000.

We began the process to achieve Town Zoning & Wetland approval. Both approvals were granted.

In May 2002 we were informed that our application was successful. We have been invited to continue our application process for funding.

Since May we have been attempting to obtain sufficient pre-development funding to provide the necessary items such as construction level drawings and specifications, environmental surveys, and other items required by CHFA to go through the loan/funding process. In July 2002 we applied for \$400,000 in Connecticut Housing Tax Contribution Credits to be used as the necessary pre-development funding. During September 2002 we discovered we were not successful obtaining the tax credits. We immediately applied for \$250,000 predevelopment funding from DECD. We expect to receive this funding during October 2002. We have also been negotiating a pre-development loan with Fleet Bank. This loan would require the Town of Seymour to enhance the loan by guaranteeing its repayment. Early negotiations with the First Selectman have been positive, but will require a Board of Selectman vote at a meeting.

The following depicts the schedule of events toward completion of the project:

July 2002-Connecticut Housing Tax Credit Contributions Application  
 September 2002-Secure Connecticut Housing Tax Credit Contributions  
 September 2002-January 2003-Program, Schematic Design & Develop Drawings.  
 December 2002-February 2003-CHFALoan Application Development  
 January 2002-April 2003-CHFADocument Review  
 January 2003-May 2003-Locate Federal Low Income Housing Tax Credits  
 Investors/Finalize Agreement  
 February 2003-May 2003-Collect CHTCCC Contribution Payments  
 February 2003-May 2003-Prepare GMP  
 May 2003-June 2003-CHFALoan Review  
 May 2003-August 2003-Complete Construction Drawings  
 June 2003-August 2003-CHFACommitment Letter  
 August 2003-October 2003-CHFALoan Closing  
 October 2003-October 2004-Project Construction  
 October 2004-December 2004-Initial Occupancy

We have applied to designate the Federal elderly LIPH project to be for the Elderly only. This has been granted pending a Section 8 application for twenty units for special needs & disabled.

We have applied for 20 units of Section 8 housing vouchers for special needs & disabled.

### **Objectives Met to obtain Security Objectives :**

The Seymour Housing Authority applied for and was awarded a foundation grant to provide financial support of the Block Watch Program.

We have formed a block watch committee. This committee has met several times and has discussed several items of building and personal safety.

We have adopted the provisions of 24 CFR Part 5 et al as amended by the final rule published on May 24, 2002 as they pertain to drug related criminal activity, screening, and continued occupancy. See attachment K.

### **Objectives Met to obtain Maintenance Objectives**

By implementing inspections under the new Uniform Physical Condition Standards, and applying training, the Seymour Housing Authority has increased its Public Housing Assessment Score for the on-site inspections from 69% to a score of 90.0% for the 2000 inspection period.

We have adopted protocol for performing the Annual Dwelling Unit Inspections. This protocol involves follow up to units that do not meet housekeeping standards. It also provides specific notification procedure for those residents that do not pass the inspection.

## **ATTACHMENT K**

### Voluntary Conversion Initial Assessments

- a. How many of the PHA's developments are subject to the Required Initial Assessments? 0
- b. How many of the PHA's developments are not subject to the Required Initial Assessments based on exemptions (e.g., elderly and/or disabled developments not general occupancy project)? 1
- c. How many Assessments were conducted for the PHA's covered Developments?  
None
- d. Identify PHA developments that may be appropriate for conversion based on the Required Initial Assessments:

Development Name	Number of Units

- e. If the PHA has not completed the Required Initial Assessments, describe the status of these assessments:

Not required. Our only development is elderly.

## ATTACHMENT L

Callahan House Tenant Selection and Continued Occupancy Policy

# HOUSING AUTHORITY OF THE TOWN OF SEYMOUR

## FEDERAL TENANT SELECTION AND



# OCCUPANCY POLICIES

Approved by the Board of Commissioners: July 8, 1999  
Revised: October 7, 2002

## Table of Contents

<u>Section</u>	<u>Page</u>
Part 1–Introduction	1-1
<b>Part 2–Eligibility Requirements</b>	
A. Nondiscrimination	2-1
B. Eligibility Requirements	2-2
C. Waiting List	2-4
D. Income Limits for Admission	2-5
E. Processing Applications	2-5
F. The Preference System	2-6
G. Application Selection Criteria	2-6
H. Occupancy Standards	2-10
I. Verifications	2-10
<b>Part 3–Tenant Selection and Assignment Policy</b>	
A. Organization of the Waiting List	3-1
B. Method of Applicant Selection	3-1
C. Deconcentration Policy	3-2
D. Deconcentration Incentives	3-3
E. Occupancy of Dwelling Units with Accessible or Adaptable Features	3-3
F. Additions to the Household	3-4
G. Resident Transfers	3-4
H. Additional Charges	3-5
I. Leasing	3-7
J. Inspection of the Dwelling	3-8
<b>Part 4–Determination of Total Tenant Payment and Tenant Rent</b>	
A. Family Choice	4-1
B. The Formula Method	4-1
C. Minimum Rent	4-2
D. The Flat Rent	4-3
E. Ceiling Rent	4-3
F. Paying Rent	4-3

**Part 5–Eligibility for Continued Occupancy and Annual Re-Examination**

<b>A.</b>	<b>Continued Occupancy</b>	<b>5-1</b>
<b>B.</b>	Exemptions from the Community Service Requirement	5-2
<b>C.</b>	Notification of the Requirement	5-2
<b>D.</b>	Volunteer Opportunities	5-3
<b>E.</b>	The Process	5-3
<b>F.</b>	Notification of Non-Compliance with Community Service	5-4
<b>G.</b>	Opportunity for Cure	5-4
<b>H.</b>	Annual/Special Tenant Re-examination	5-5

**Part 6–Lease Terminations** 6-1**Part 7–Definitions**

<b>Definitions and Procedures to be Used in Determining</b>	<b>7-1</b>
Income and Rent	
Definitions of Terms Used in this Statement of Policies	7-8

## Part 1

### Introduction

*It is the mission of the Seymour Housing Authority to provide safe, decent, and affordable housing to its community. To assist in achieving that goal the U.S. Department of Housing and Urban Development (HUD) has implemented President Clinton's "One Strike and You're Out" Policy through enacting the 1996 "Extender Act". HUD has also adopted as a final rule on May 24, 2001 the revised 24 CFR Parts 5 et al. In accordance with provision of the 1996 Extender Act, and 24 CFR Parts 5 Subsection 960 et al. the Seymour Housing Authority will deny occupancy to, and take aggressive action to evict tenants in its Federally subsidized or financed Public Housing on the basis of illegal drug related activities, has ever been convicted of drug-related criminal activity for manufacture or production of methamphetamine on the premises of federally assisted housing, any member of household is subject to a lifetime registration requirement under a State sex offender registration, and alcohol abuse when such abuse leads to behavior that threatens the health and safety or peaceful enjoyment of the premises by other residents.*

1-1

## Part 2

### Eligibility Requirements

### **A. Nondiscrimination**

It is the policy of the Housing Authority of the Town of Seymour (HA) to comply with all applicable laws relating to Civil Rights, including Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1968 (as amended by the Community Development Act of 1974 and the Fair Housing Amendments Act of 1988), Executive Order 11063, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, Title II of the Americans with Disabilities Act (to the extent that it applies, otherwise Section 504 and the Fair Housing Amendments govern), any applicable State laws or local ordinances and any legislation protecting the individual rights of tenants, applicants or staff that may subsequently be enacted.

The HA shall not, on account of race, color, sex, religion, familial status, disability or national origin:

- (1) deny to any family the opportunity to apply for housing, nor deny to any qualified applicant the opportunity to lease housing suitable to its needs;
- (2) provide housing which is different from that provided others;
- (3) subject a person to segregation or disparate treatment;
- (4) restrict a person's access to any benefit enjoyed by others in connection with the housing program;
- (5) treat a person differently in determining eligibility or other requirements for admission;
- (6) deny a person access to the same level of services; or
- (7) deny a person the opportunity to participate in a planning or advisory group, which is an integral part of the housing program.

The Executive Director will receive and process complaints from or on behalf of any person who believes him/herself to be the subject of discrimination by the Seymour Housing Authority or its staff, and will keep a record of each complaint, including the date of the complaint, by whom made, investigation and hearing (if any), and evaluation. The complainant will be furnished a written notice of action taken. The filing of a complaint with the Housing Authority will not prevent the subsequent filing with the HUD Regional Office.

2-1

The Seymour Housing Authority will periodically review its practices to assure that they are in conformity with its obligations under the regulations and

requirements of the U.S. Department of Housing and Urban Development and the State of Connecticut.

### **B. Eligibility Requirements**

The Seymour Housing Authority will consider applicants eligible that meet the following criteria:

1. Applicants who qualify as a family. A family consists of:
  - a. two or more persons who have a family-type relationship; or
  - b. a single person who is:
    - (1) eligible, by age, to receive an old age benefit under Title II of the Social Security Act; or,
    - (2) handicapped within the meaning of Section 202 of the Housing Act of 1959; or
    - (3) disabled within the meaning of either Section 223 of the Social Security Act or 102(5) of the Developmental Disabilities Services and Facilities Construction Amendments of 1970; or
    - (4) displaced by governmental action, or by a formally recognized disaster; or,
    - (5) the remaining member of a tenant family.
2. Applicants whose previous housing record as a tenant in any housing development, or participant in any rental subsidy program was satisfactory; who, as a previous tenant, did not vacate owing rent payments; who would not be a detriment to the health, safety, or welfare of his/her neighbors or the community life; and who would not be a source of danger to the peaceful enjoyment of the other tenants.
3. Applicants who provided a Social Security number for all family members, age (6) or older, or can document and certify that they do not have Social Security numbers.
4. Applicants that are United States Citizens; or Non-Citizens who have eligible immigration status in one of the following categories:

- (1) a non-citizen admitted for permanent residence, as defined by section 101

(a)(20) of the Immigration and Nationality Act (INA), as an immigrant, as defined by section 101(a)(15) of the INA (8 U.S.C. 1101(a)(20) and 1101(a)(15), respectively (immigrants). (This category includes an non-citizen admitted under section 210 or 210A of the INA (8 U.S.C. 1160 or 1161), (special agricultural worker), who has been granted lawful temporary resident status);

- (2) an non-citizen who entered the United States before January 1, 1972 or such later date as enacted by law, and has continuously maintained residence in the United States since then, and who is not ineligible for citizenship, but who is deemed to be lawfully admitted for permanent residence as a result of an exercise of discretion by the Attorney General under Section 239 of the INA (8 U.S.C. 1259);
- (3) an non-citizen who is lawfully present in the United States pursuant to an admission under Section 207 of the INA (8 U.S.C. 1157) (refugee status); pursuant to the granting of asylum (which has not been terminated) under Section 208 of the INA (8 U.S.C. 1158) (asylum status); or as a result of being granted conditional entry under Section 203(a) of the INA (8 U.S.C. 1153(a)(7)) before April 1, 1980 because of persecution on account of race, religion, or political opinion or because of being uprooted by catastrophic national calamity;
- (4) an non-citizen who is lawfully present in the United States as a result of an exercise of discretion by the Attorney General for emergency reasons or reasons deemed strictly in the public interest under Section 212(d)(5) of the INA (8 U.S.C. 1182(d)(5)) (parole status);
- (5) an non-citizen who is lawfully present in the United States as a result of the Attorney General's withholding deportation under Section 243(h) of the INA (8 U.S.C. 1253(h)) (threat to life or freedom); or,

2-3

(6) an non-citizen lawfully admitted for temporary or permanent residence under Section 245A of the INA (8 U.S.C. 1255a) (amnesty granted under INA 245A).

5. A family shall not be eligible for assistance unless every member of the family residing in the unit is determined to have eligible status as described in

paragraph 4 of this section.

### **C. Waiting List**

The Seymour Housing Authority maintains a central pool of eligible elderly, disabled and handicapped applicants on a waiting list, separated by bedroom size and accessibility requirements, for both its Federal and State of Connecticut Elderly Housing stock.

The Housing Authority, at its discretion, may restrict application intake, suspend application intake, and close the waiting list in whole or in part. If HA's waiting list has sufficient application to fill anticipated vacancies for the coming 12 months, HA may elect to: (1) close the waiting list completely; (2) close the list during certain times of the year; or (3) restrict intake by type of dwelling unit.

All active applications files shall be purged at least annually. Letters shall be sent to each applicant informing him/her that unless he/she confirms his/her continued interest within thirty (30) days, his/her application will be removed from the waiting list. Undelivered letters with their envelopes shall be attached to the respective applications as evidence of the unsuccessful effort to locate the applicants. Each retired application shall be documented with the date of retirement, the reason for it, and the initials of the person who makes the determination. It shall show the dates of any telephone calls, personal contacts, etc., and the results. Except as noted in the next paragraph, any applicant who has been removed from the waiting list, as provided above, must file a new application and cannot be reinstated to his/her former position on the waiting list.

If the applicant can prove to the HA that such notification never reached him/her due to an error by the Housing Authority (incorrect address on the envelope, etc.), the applicant shall be reinstated to his/her place on the list where he/she would be if the HA had not removed him/her from the list.

Since some time may pass between receipt of the application and the time that a dwelling unit may be offered, it is the responsibility of the applicant to keep the HA informed with current information: change in address, phone number, and/or family composition.



### **D. Income Limits for Admission**

To be financially eligible, the applicant family must provide adequate evidence that Annual Income for the twelve (12) month period following occupancy is not anticipated to exceed the Income Limits for Admission (See Appendix A)

### **E. Processing Applications**

Every application constitutes the basic legal record which supports the Seymour Housing Authority's determination of eligibility status, rent and size of the unit for which the applicant and/or tenant is qualified. The following procedures shall be followed in processing all applications:

1. all entries by applicants and Authority personnel are to be made in ink or typewritten;
2. the date and time of receipt of each Application for Admissions shall be shown on the receipt to be given each applicant after verification of all pertinent facts provided by the applicant;
3. when applicant and interviewer (if applicable) have determined the application to be complete, (exclusive of those spaces provided for Authority determinations), the applicant shall sign and date the application in the appropriate spaces;
4. for Zero income and very low income, the minimum rent charged any tenant will be \$50.00 per month if 30% of adjusted income is lower than \$50.00 per month. Applicants reporting zero income will be asked to complete a family expense form. This form will be the first form completed in the interview process. The form will ask applicants to estimate how much they spend on: food, beverages, transportation, health care, childcare, debts, household items, etc. It will also ask applicants about the status of any application or benefits through AFDC or other similar programs. If a "zero income" family is admitted, quarterly re-determination of income will be performed.
5. The HA's records, with respect to applications for admission, shall indicate for each application: the date and time of receipt; the determination by HA as to date of applicant eligibility; the unit size for which eligible; and the date, location, identification and circumstances of each vacancy offered and accepted or rejected;
6. Written authorizations shall be obtained from each applicant at the time the application is filed to enable the HA to verify applicant's information;

2-5

7. the Seymour Housing Authority will verify all the pertinent factors relative to eligibility. Once the verification process is completed, and the HA has determined that the applicant is eligible based on the criteria described herein, the family will be notified in writing that they have been deemed eligible and have been placed on the waiting list in the order relative to the date and time the HA received the application;
8. any applicant determined to be ineligible shall be properly notified by the HA in writing of such determination with the reasons therefore and of his/her right to request, within a reasonable time, an informal hearing on the determination in accordance with the HA's approved grievance procedure (Appendix B). Such requests must be received in writing;

9. **when determination has been made that an applicant is eligible and satisfies all requirements for admission, including the tenant selection criteria, the applicant shall be notified in writing of their eligible status. The notification will include the applicant's placement on the waiting list, a reasonable approximation of date of expected occupancy, and a receipt for the application.**

#### F. The Preference System

Applicants are placed on the regular waiting list on a first order of priority based on the date and time their application was received by the HA.

*By matching unit and family characteristics, it is possible that families lower on the waiting list by receive an offer of housing ahead of families with an earlier date and time of application, e.g., the next unit available is an accessible unit.*

Factors other than "first-come, first-served" that affect applicant selection and de-concentration for its units and applicant selection for the five (5) accessible units are described further in Part 3.

#### G. Applicant Selection Criteria

The Seymour Housing Authority will aggressively administer these provisions for eligibility and selection in cooperation with the President's "One Strike and You're Out" policy for public housing residents, **and 24 CFR Parts 5 Subsection 960 et al as published by HUD on May 24, 2001**. The HA will conduct comprehensive background checks that includes screening for criminal activity. Pursuant to the Housing Opportunities Program Extension Act of 1996, Public Law 104-120, the U.S. Department of Housing and Urban Development and the Department of Justice have entered into an agreement, which sets forth procedures for access to criminal history data. We will work with Courts and State and Local law enforcement agencies to gain access to criminal records using the National Crime Information Center (NCIC) system.

1. All applicants must demonstrate, through an assessment of current and past behavior, whether the conduct of the applicant is present or prior housing has been such that admission to the program would adversely affect the health, safety, peaceful enjoyment, welfare and other residents, the physical environment or the financial stability of the project. A record of any of the following may be sufficient cause for the authority to deny admission:
  - (a) a record of non-payment of rightful obligations including rent and utilities;
  - (b) a record of disturbance of neighbors;
  - (c) a record of destruction of property;
  - (d) a record of poor living or housekeeping habits;
  - (e) a history of crimes of physical violence to person or property;
  - (f) a history of crimes involving the illegal manufacture, sale, distribution or use of, or possession with intent to manufacture, sell, use or distribute, a controlled substance;
  - (g) a history of crimes which would adversely affect the health, safety or welfare of other tenants;
  - (h) any previous evictions from public housing or termination of rental assistance within the past three years because of drug-related criminal activity;
  - (i) **any previous conviction of drug-related criminal activity for manufacture or production of metamphetamine on the premises of federally assisted housing;**
  - (j) **any member of a household that is subject to a lifetime registration requirement under a State sex offender registration program;**
  - (k) **any household member the Seymour Housing Authority has reasonable cause to believe has a pattern of abuse of alcohol that may threaten the health, safety, or right to peaceful enjoyment of the premises by other residents;**
  - (l) whether the applicants are capable of living independently, or provide services, acceptable to SHA, to live independently.

2. The HA will check applicant's ability to comply with the essential lease requirements as to:
  - (a) determining acceptability for admission, the Authority shall rely upon sources of information which may include, but not be limited to: Authority records, personal interviews with the applicant or tenant, home visits, interviews with previous landlords, employers, family social workers, parole officer, criminal and court records, clinics, physicians, ***drug abuse treatment facilities, courts,*** or the State, or local Police Department. This will be done to determine whether individual attributes, prior conduct and behavior of a particular applicant or tenant is likely to interfere with other's physical environment or the financial stability of the Authority's low-income housing program;
  - (b) whether applicants currently owe rent or other amounts to the Seymour Housing Authority or any other Housing Authority in the State of Connecticut in connection with the public housing or rental assistance programs;
  - (c) in the event of receipt of unfavorable information with respect to an applicant, considerations shall be given to the time, nature and extent of the applicant's conduct and to factors which might indicate a reasonable probability of favorable future conduct or financial prospects; for example:
    - (m) evidence of rehabilitation:
    - (ii) evidence of the family's participation in or willingness to participate in social services or other appropriate counseling service programs and the availability of such programs;
    - (iii) evidence of family's willingness to attempt to increase family income and the availability of training or employment programs in the locality.
  - (d) whether applicants have committed fraud in connection with any Federal housing assistance program.
3. SHA will consider applicants who claim mitigating circumstances.

2-8

A Mitigating circumstances are facts relating to the applicant's record of unsuitable rental history or behavior, which, when verified, would indicate both of the following:

- (1) the reason for the unsuitable rental history and/or behavior;

and,

- (2) that the reason for the unsuitable rental history and behavior is no longer in effect or is under control, AND applicant's prospect for lease compliance is an acceptable one, justifying admission. Mitigating circumstances would overcome or outweigh information already gathered in the screening process.

B If unfavorable information is received about an applicant, considerations shall be given to the time, nature and extent of the applicant's conduct and to factors that might indicate a reasonable probability of favorable future conduct. To be factored into the HA's screening assessment of the applicant, mitigating circumstances must be verifiable;

C If the mitigating circumstances claimed by the applicant relate to a change in disability, medical condition or course of treatment, HA shall have the right to verify such information to persons qualified to evaluate the evidence and verify the mitigating circumstance. HA shall also have the right to request further information reasonably needed to verify the mitigating circumstances, even if such information is of a medically confidential nature. Such inquiries will be limited to the information necessary to verify the mitigating circumstances or, in the case of a person with disabilities, to verify a reasonable accommodation.

4. The HA will deny occupancy to an applicant if any member of the applicant's family is a person evicted during the past three years because of drug-related criminal activity or alcohol abuse from housing assisted under the 1937 Housing Act. Consideration may be given in the following cases:

- (a) if HA determines that the evicted person has successfully completed a rehabilitation program approved by HA;
- (b) if HA determines that the evicted person clearly did not participate in or know about the drug-related criminal activity; or
- (c) if HA determines that the evicted person no longer participates in any drug-related criminal activity or alcohol abuse.

2-9

The Seymour Housing Authority will deny occupancy to persons if it has reasonable cause to believe, based on illegal use or a pattern of illegal use of controlled substances, may interfere with health, safety or right to peaceful enjoyment of the premises by other tenants.

Prior to the execution of any lease between the Authority and the applicant, the

Authority will certify in writing that the family meets all conditions governing eligibility.

### **H. Occupancy Standards**

The age, sex and relationship of the members of the family will be taken into consideration in assigning unit sizes.

Units will be assigned as follows:

Number of Bedrooms	<u><b>Number of Persons</b></u>	
	Minimum	Maximum
0	1	1
1	1	2

The next eligible applicant shall be offered a suitable unit at a location, which contains the largest number of vacancies. If such offer is rejected, the applicant shall be offered another unit at a location containing the next largest number of vacancies two (2) more times. If the applicant rejects three (3) offers, the application will be placed at the bottom of the waiting list. If the applicant provides clear evidence of an undue hardship, not caused by discriminatory practices, the refusal shall not count as a rejection.

The Seymour Housing Authority does not have emergency housing and cannot house applicants until other applicants of the same family size ahead of them on the waiting list are housed.

### **I. Verifications**

*The Authority will verify all income and assets, rental history and criminal history information. The Seymour Housing Authority may use, but is not limited to, the following sources of information for verification; (by means of interviews or home visits) landlords, employers, family social workers, parole officers, court records, drug treatment centers, clinics, physicians or police departments where warranted by the particular circumstances. Written inquiries will include a statement of the purpose of the inquiry and a statement signed by the applicant to permit the source to release information.*

All verifications will be obtained within ninety (90) days of lease execution and for all subsequent re-examination to ensure that current and accurate data are being used in calculating rents and determining eligibility.

All changes in income, which affect rent between admissions and re-examinations, will be verified in accordance with the above provisions.

2-10

Tenant files will contain documentation of the following, but not limited to, verifications:

1.

Applicants/tenants must furnish verification or provide authorization for the authority to obtain verification from a third party of all statements regarding income, assets, allowances, rental history, and criminal record. Certification by signing the Application for Admission or the Applications for Continued Occupancy will normally be considered sufficient verification of family composition.

2. All income, assets, and each applicable deduction or exemption will be verified at the time of admission and at each subsequent re-examination. Income will be verified by third party verification. If third party written verification is not possible, a review of documentation provided by the family such as benefit checks, income tax returns, benefit award letters, savings and checking account statements, United States savings bond redemption values, and other supporting documents may be accepted. In cases where third party verification is not possible, the Authority will document the reason why another method was used.

3. **Credit checks will be run on each applicant. Of particular interest will be the applicant's current status with regard to utility bills. Applicants will be provided an opportunity to explain outstanding balances. Poor credit shall not result in an applicant being rejected. However, an analysis of outstanding debt versus income will be reviewed. Should an applicant's credit history indicate that the expected rental charge added with existing debt exceeds 66% of income before reasonable household expenses, the applicant will be required to provide assurance that the rent will be paid timely prior to deciding whether the applicant is eligible.**

4. The following statements will also be verified and documented in the tenant file:  
(a) age of family members when the sole factor determining eligibility is age;

- (b) displacement, handicap or disability when they are a factor in determining eligibility or preference. For persons who claim disability or who are not recipients of benefits under Section 223 of the Social Security Act or Section 102(b)(5) of the Development Disabilities Services and Facilities Construction Amendment of 1970, a doctor's certification as to the degree and possible length of such disability shall be required. The receipt of veteran's benefits for disability, either service-incurred or otherwise, does not automatically establish eligibility by disability;

2-11

- (c) non-economic selection criteria where information provides the basis for denial of eligibility based on the past conduct of the applicant or members of his or her family.

5. **The following statements will be verified in the event that an applicant has claimed mitigating circumstances that would be considered in determining eligibility:**

- (a) **inquire to drug abuse treatment centers will be made utilizing a form of written consent;**

- (b) the written consent form will request any drug abuse treatment facility to inform the Seymour Housing Authority only whether the drug abuse treatment facility has reasonable cause to believe that the household member is currently engaging in illegal drug use;
- (c) the consent form authorizes the Seymour Housing Authority to receive such information from the drug abuse treatment facility, and to utilize such information in determining whether to prohibit admission of the household member to the Seymour Housing Authority's Public Housing Program;
- (d) the consent form will expire automatically after the Seymour Housing Authority has made a final determination to either approve or deny admission to the household member;
- (e) the consent form will be signed by the household member the inquiry is being made of, failure by the applicant to sign the consent form will be reason to deny occupancy;
- (f) a drug abuse treatment facility is not liable for damages based on any information required to be disclosed under this section if such disclosure is consistent with section 543 of the Public Health Service Act (42 U.S.C. 290dd-2);
- (g) failure to request information from a drug abuse treatment facility under this section will not result in the Seymour Housing Authority being held liable for damages for failing to request or receive such information;



(h) records received under this provision will be managed in the same manner as all criminal history records under the Seymour Housing Authority's Criminal History Records Management Policy. Once determination of eligibility is made, the records relative to drug abuse treatment facilities will be destroyed in the required manner. All information and records received will be maintained in confidentiality in accordance with section 543 of the Public Health Service Act (12 U.S.C. 290dd-2). The information will not be misused or improperly disseminate. The information will be destroyed within five (5) business days after the Seymour Housing Authority makes a final decision to admit the person as a household member; or the information will be destroyed at such time the PHA denies the admission of such person as a household member, in a timely manner after the date on which the statute of limitations for the commencement of a civil action based upon that denial of admissions has expired without the filing of a civil action or until final disposition of any such litigation.

Verification of immigration status shall be conducted prior to determining eligibility.

## **Part 3**

### **Tenant Selection and Assignment Policy**

#### **A. Organization of the Waiting List**

It is the Authority's policy that each applicant shall be assigned his/her appropriate place on a single jurisdiction-wide waiting list in sequence based upon date and time the application is received and suitable type or size of unit.

#### **B. Method of Application of Applicant Selection**

The Seymour Housing Authority shall follow the statutory requirement that at least 40% of newly admitted families in any fiscal year be families whose annual income is at or below 30% of the area median income. To insure this requirement is met, we shall quarterly monitor the incomes of newly admitted families and the incomes of the families on the waiting list. If it appears that the requirement to house extremely low-income families will not be met, we will skip higher income families on the waiting list to reach extremely low-income families.

If there are not enough extremely low-income families on the waiting list, we will conduct outreach on a non-discriminatory basis to attract extremely low-income families to reach the statutory requirement.

HA will first match the needs or characteristics of the applicant to the unit available. Further, in the selection of a family for a unit with accessible features, HA will give preference to families that include a person with disabilities who can benefit from the unit features.

An applicant will be moved to the bottom of the waiting list effective as of the date of their third refusal of a dwelling unit.

If an applicant is willing to accept the unit offered but is unable to move at the time of the offer and presents to the satisfaction of HA clear evidence ("good cause") that acceptance of the offer of a suitable vacancy will result in undue hardship or handicap not related to considerations of race, color, sex, religion, or national origin, the applicant will not be dropped from the list.

Examples of good cause reasons for the refusal of an offer of housing include, but are not limited to:

1. Inaccessibility to source of employment such that an adult household member must quit a job or drop out of an educational institution or job training program:

3-1

2. The family demonstrates to HA's satisfaction that accepting the offer will result

in a situation where a family member's life, health or safety will be placed in jeopardy. The family must offer specific and compelling documentation such as restraining orders, other court orders or risk assessments related to witness protection from a law enforcement agency. Reasons offered must be specific to the family. Refusals due to location alone are not good cause;

3. a health professional verifies temporary hospitalization or recovery from illness of the principal household member, other household members or live-in aide (each as listed on final application) necessary to the care of the principal household member;

4. the unit is inappropriate for the applicant's disabilities,

*The applicant must be able to document that the hardship claimed is good cause for refusing an offer of housing. Where good cause is verified to HA's satisfaction, the refusal of the offer **shall not require** that the applicant be dropped from the waiting list or otherwise affect the family's position on the waiting list.*

The HA will maintain a record of units offered, including location, date and circumstances of each offer, and each acceptance or rejection, including the reason for the rejection.

### **C. Deconcentration Policy**

It is Seymour Housing Authority's policy to provide for deconcentration of poverty and encourage income mixing by bringing higher income families into lower income developments and lower income families into higher income developments. Presently, the Seymour Housing Authority only operates one Federal Elderly Low Income Public Housing Program and one, State of Connecticut Elderly Low Cost Housing Program. An effort will be made to balance concentrations of income between these two elderly programs equally. Toward this end, we will skip families on the waiting list to reach other families with a lower or higher income as indicated as required by a quarterly analysis of the income levels. We will accomplish this in a uniform and non-discriminating manner while keeping as closely to the first order of priority method. For example if applicants number one, two, and three were below thirty (30) percent of median income, and number four being above 30% of median income; and our analysis showed that we were above the forty (40) percent of recent applicants housed below the thirty (30) percent of median income, we would skip to the next applicant by date whose income is above thirty percent, this applicant being number 4 on the list.

3-2

The Seymour Housing Authority will affirmatively market our housing to all eligible income groups. Lower income residents will not be steered toward lower income

developments and higher income people will not be steered toward higher income developments.

Prior to the beginning of each fiscal quarter, we will analyze the income level of families we have placed in each of our elderly developments, the income level of census tracts in which our developments are located, and the income level of the families on the waiting list. Based on this analysis, we will determine the level of marketing strategies and deconcentration incentives to implement. The worksheet for the analysis can be found in **Appendix d**.

#### **D. Deconcentration Incentives**

The Seymour Housing Authority may offer one or more incentives to encourage applicant families whose income classification would help to meet the deconcentration goals of a particular development.

*Various incentives may be used at different times, or under different conditions, but will always be provided in a consistent and non-discriminatory manner.*

#### **E. Occupancy of Dwelling Units with accessible or adaptable features.**

1. Before offering a vacant accessible unit to a non-disabled applicant, the Housing Authority will offer such units:
  - (a) first, to a current occupant of another unit of the same development having a disability that requires the special features of the vacant unit (in effect, a transfer of the occupant with disabilities from a non-adapted unit to the vacant accessible/adapted unit);
  - (b) second, to an eligible qualified applicant on the waiting list having a disability that requires the special features of the vacant unit.
2. When offering an accessible/adaptable unit to a non-disabled applicant, HA will require the applicant to agree to move to an available non-accessible unit within thirty (30) days when either a current resident or an applicant needs the features of the unit. This requirement will be effective in the lease agreements signed with the applicant.
3. In no event will the accessible/adaptable unit remain vacant awaiting application by an eligible handicapped/disabled family.

3-3

#### **F. Addition to the Household**

Following receipt of a family's request for approval, HA will conduct pre-admissions screening of the proposed new member. Examples of situations where the addition of a family member is subject to screening are:

1. resident plan to be married and files a request to add the new spouse to the lease;
2. resident is awarded custody of a child over the age for which juvenile justice records are available;
3. resident desires to employ a live-in aide.

Residents who fail to notify HA of additions to the household are in violation of the lease. Residents who permit persons to join the household without undergoing screening are also in violation of the lease. Such persons will be considered unauthorized occupants by HA and the entire household will be subject to eviction.

Visitors may be permitted in a selling unit provided they are reported to the HA within 72 hours of their arrival or prior thereto. Visits exceeding thirty (30) calendar days in one year are not approved. Visitors remaining beyond this period shall be considered trespassers and the head of the household shall be guilty of a breach of the lease.

Resident will not be given permission to allow a former resident of the PHA, who has been evicted, to occupy the unit for any period of time. Violation of this requirement is grounds for termination of the lease. Residents must advise the Authority if they will be absent from the unit for more than three (3) days in order to secure the unit and protect the safety of the residents.

### **G. Resident Transfers**

It is the HA's policy that transfers will be made without regard to race, sex, sexual orientation, color, religion, national origin or familial status. Residents can be transferred to accommodate a disability. Resident will not be transferred to a dwelling unit of equal size except to alleviate hardship of the resident or other undesirable conditions as determined by the Executive Director.

Residents will be required to transfer when their occupancy of a dwelling unit no longer meets the Occupancy Standards and/or their unit is required for a family of a larger size for which the unit is more suitable. Single residents in a one-bedroom unit may be asked to transfer to a unit of a smaller size within thirty (30) days of a change in occupancy or after first being placed in a one-bedroom unit at the time of original occupancy.

3-4

Resident Transfer Criteria:

1. Emergency transfers are permitted when the unit or building conditions poses an immediate threat to resident life, health or safety as determined by HA. Emergency transfers may be made to repair unit defects hazardous to life, health or safety, or alleviate verified medical problems of a life threatening nature. **These transfers shall take priority over new admissions.**

2. Medical transfers shall be permitted, provided, tenant furnishes the Seymour Housing Authority with an adequate medical report signed by a physician licensed to practice in the State of Connecticut describing the condition of the current apartment that contributes to the patient's request for medical transfers. The resident must also provide the Seymour Housing Authority with a written authorization for said physician to release the medical history. **These transfers shall take priority over new admissions.**

3. In the event a resident living on the upper three floors becomes unable to evacuate their dwelling during an emergency such as fire, due to a physical or medical condition, and they are still able to live independently, they will be required to transfer to the first floor when a unit becomes available.

4. Good record required for a transfer – Requested transfers will be approved if residents:

- (a) have not engaged in criminal activity that threatens the health and safety of residents and staff;
- (b) do not owe back rent or other charges, or evidence a pattern of late payment; or,
- (c) meet reasonable housekeeping standards and have no housekeeping lease violations.

Exceptions to the good record requirements may be made for emergency transfers or when it is to HA's advantage to move forward with the transfer.

#### **H. Additional Charges**

3-5

1. Security Deposit:

Each tenant is required to pay a security deposit in an amount determined by the Authority. Such payments must be made prior to occupancy unless other arrangements are made with Management. The security deposit, with interest, will be returned to the former tenant within thirty (30) days after move-out if the following conditions are met:

- (a) there is not an unpaid rent or other charges for which the tenant is liable;
- (b) the apartment and all equipment are left clean and all trash and debris removed and properly disposed;
- (c) all keys and magnetic cards issued to the tenant have been returned to Management upon move-out;
- (d) The Security Deposit may not be used to pay charges during occupancy. The amount of required Security Deposit is noted in Appendix C.

2. Excess Utility Consumption:

Where the utilities are included in the monthly rent, the Authority will charge each tenant for utility usage in excess of necessary amounts. These charges will be determined by a Schedule of Charges for use of Tenant-Supplied Major Appliances (See Appendix D).

3. Air Conditioners:

The tenant may choose to lease an air-conditioning unit from SHA at a rate of \$100 annually, payable in five monthly installments. Both parties will execute a Lease Addendum further defining the arrangement.

4. Pets:

The tenant may own a pet as outlined in the Pet Policy established for Rev. Callahan House. Tenant selecting to keep a pet will be required to pay a \$300 pet security deposit and a \$15 monthly charge. These costs are explained further in the Pet Policy and the Lease.

## I. Leasing

1. Prior to admission a lease shall be signed and dated by the head of household and

spouse, or other member of the household, and by the Authority. The head of the household is the person who assumes legal and moral responsibility for the household.

2. The lease is to be current at all times and must be compatible with Authority Policies as well as state and federal law.
3. Notices of Rent Adjustments will be issued to amend the dwelling lease. This procedure provides formal acknowledgement of the rent changes. Documentation will be included in the tenant file to support proper notice.
4. Schedules of special charges for services, repairs and utilities, and rules and regulations, which are required to be incorporated in the lease by reference, shall be publicly posted in a conspicuous manner in the project office and shall be furnished to applicants and tenants on request. Such schedules, rules and regulations may be modified from time to time, provided that at least thirty (30) days written notice is given to each effected tenant setting forth the proposed modification, the reasons therefore and providing the tenant an opportunity to present written comments which shall be taken into consideration prior to the proposed modifications becoming effective. A copy of such notices shall be:
  - (a) delivered directly or mailed to each tenant; or
  - (b) posted in at least three conspicuous places within each structure or building in which the effected dwelling units are located, as well as in a conspicuous place at the project office, if any or if none, a similarly central location within the project.
5. Any modifications of the lease must be accomplished by a written rider to the lease signed by both parties.
6. Each lease shall be explained in detail to the applicant and his family prior to execution. Lessee shall sign said lease only after it has been explained to the applicant and the applicant has received a copy of the applicable Rules and Regulations of the Seymour Housing Authority in effect at the time said lease is executed.
7. A lease shall be executed in duplicate, **PRIOR TO ADMISSION**, by the members of the family selected for occupancy and by the Seymour Housing Authority's certified Public Housing Manager (PHM). The

3-7

original shall be retained by the HA and an executed copy shall be furnished to the tenant. Both parties shall execute a new lease when a



family transfers from one unit to another. During the term of the lease agreement, changes in rents shall be made by written, dated and signed Notices of Changes in Rent, which shall become part of the existing lease.

8.

The original applications shall become part of the leased document. Any representations made on the applications shall become part of the lease. If the Seymour Housing Authority determines that misrepresentations were made on the application, then the Lease will be terminated in accordance with the appropriate provisions of the lease.

### **J. Inspection of the Dwelling**

The Seymour Housing Authority shall make a physical inspection of the dwelling assigned to the tenant at admission, at the time he/she vacates and annually upon reasonable notice to the tenant, which notice is in writing and served more than two (2) days prior to the time for inspection.

Both shall review the items inspected completely and sign an Inspection List in duplicate, one copy shall be given to the tenant. The report shall serve as the basis for assessing maintenance charges to be passed on to the tenant.

With advance notice, SHA employees will enter the premises during reasonable hours for routine maintenance, improvements or repairs. The unit may also be shown for re-leasing. SHA employees may enter the premises at any time without advance notice where there is reasonable cause to believe an emergency exists. Should the family be absent from the unit, a written notice detailing the time and reasons for entry will be provided.

## Part 4

### Determination of Total Tenant Payment and Tenant Rent

#### A. Family choice

At admission and each year in preparation for their annual reexamination, each family is given the choice of having their rent determined under the formula method or having their rent set at the flat rent amount.

1. Families who opt for the flat rent will be required to go through the income reexamination process every three years, rather than the annual review they would otherwise undergo.
2. Families who opt for the flat rent may request to have a reexamination and return to the formula based method at any time for any of the following reasons:
  - a. The family's income has decreased.
  - b. The family's circumstances have changed increasing their expenses for child care, medical care, etc.
  - c. Other circumstances creating a hardship on the family such that the formula method would be more financially feasible for the family.

#### B. The Formula Method

The total tenant payment is equal to the highest of:

1. 10% of monthly income;
2. 30% of adjusted monthly income; or
3. The welfare rent.

The family will pay the greater of the total tenant payment or the minimum rent of \$50.00.

**To determine adjusted monthly income all income is considered. Deductions from the income are medical expense (over 3% of income), applicable elderly allowances, and others such deductions granted by Federal Regulation. An additional deduction that will be permissible shall be child support payments.**

4-1

### **C. MINIMUM RENT**

The Seymour Housing Authority has set the minimum rent at \$50.00. However, if the family requests a hardship exemption, the Seymour Housing Authority will immediately suspend the minimum rent for the family until the Housing Authority can determine whether the hardship exists and whether the hardship is of a temporary or long-term nature.

1. A hardship exists in the following circumstances:
  - a. When the family has lost eligibility for or is waiting an eligibility determination for a Federal, State, or local assistance program;
  - b. When the family would be evicted as a result of the imposition of the minimum rent requirement;
  - c. When the income of the family has decreased because of changed circumstances, including loss of employment;
  - d. When the family has an increase in expenses because of changed circumstances, for medical costs, childcare, transportation, education, or similar items;
  - e. When a death has occurred in the family.
2. No hardship. If the Housing Authority determines there is no qualifying hardship, the minimum rent will be reinstated, including requiring back payment of minimum rent for the time of suspension.
3. Temporary hardship. If the Housing Authority reasonably determines that there is a qualifying hardship but that it is of a temporary nature, the minimum rent will not be imposed for a period of 90 days from the date of the family's request. At the end of the 90-day period, the minimum rent will be imposed retroactively to the time of suspension. The Housing Authority will offer a repayment agreement for any rent not paid during the period of suspension. During the suspension period the Housing Authority will not evict the family for nonpayment of the amount of tenant rent owed for the suspension period.
4. Long-term hardship. If the Housing Authority determines there is a long-term hardship, the family will be exempt from the minimum rent requirement until the hardship no longer exists.

4-2

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Appeals. The family may use the grievance procedure to appeal the Housing Authority's determination regarding the hardship. No escrow deposit will be required in order to access the grievance procedure.

#### **D. The Flat Rent**

The Seymour Housing Authority has set a flat rent for each Federal public housing unit. In doing so, it considered the size and type of the unit, as well as its condition, amenities, services, and neighborhood and cost of operating the unit. The Seymour Housing Authority determined the market value of the unit and set the rent at the market value. The amount of the flat rent will be reevaluated annually and adjustments applied. Affected families will be given a 30-day notice of any rent change. Adjustments are applied on the May 1<sup>st</sup> each year for each affected family.

The Seymour Housing Authority will post the flat rents at the developments and at the central office and are incorporated in this policy upon approval by the Board of Commissioners.

#### **E. CEILING RENT**

The Seymour Housing Authority has not set a ceiling rent for each public housing unit. The ceiling rent issue will be reevaluated annually and the adjustments (if any) will be applied. Affected families will be given a 30-day notice of any rent change. Adjustments are applied on May 1<sup>st</sup> each affected family.

The Seymour Housing Authority will post the ceiling rents at the developments and at the central office and are incorporated in this policy upon approval by the Board of Commissioners.

#### **F. PAYING RENT**

Rent and other charges are due and payable on the first day of the month. All rents should be paid at the offices of the Seymour Housing Authority located at 32 Smith Street. Reasonable accommodations for this requirement will be made for persons with disabilities.

If the rent is not paid by the tenth of the month, a Notice to Vacate will be issued to the tenant. In addition, a \$10 late charge will be assessed to the tenant. If rent is paid by a personal check and the check is returned for insufficient funds, this shall be considered a non-payment of rent and will incur the late charge plus an additional charge of \$10 for processing costs and whatever bank service charge incurred by the Seymour Housing Authority.

In accordance with the Rent Collection Policy a certified check or money order

will be required after receipt of two (2) insufficient fund checks.

4-3

## Part 5

### Eligibility for Continued Occupancy, Community Service, and Annual Re-Examination

#### A. Continued Occupancy

Residents meeting all of the following requirements will be considered eligible for continued occupancy:

1. qualifies as a family or the remaining member of a tenant family as further defined;
2. family composition continues to meet the occupancy standards of the unit now occupied;
3. tenant record is satisfactory, whose occupancy is not a detriment to the health, safety or welfare of the neighbors or the community, or who does not have an adverse influence on sound family and community life.
4. each adult family member must either (a) contribute eight (8) hours per month of community service (not including political activities) within the community (namely, Seymour), or (b) participate in an economic self-sufficiency program unless they are exempt from this requirement.

The following violations will result in eviction actions:

1. any drug-related or criminal activity occurring on or off Housing Authority property. Criminal activity is cause for eviction **even in the absence of conviction or arrests.** Criminal activity includes anyone involved in the possession, sale, or distribution of controlled substances, including violation of liquor laws;
2. Alcohol abuse is grounds for termination if the Seymour Housing Authority determines that such abuse interferes with the health, safety or right to peaceful enjoyment of the premises by other tenants;
3. any person Housing Authority determines is illegally using a controlled substance, or whose illegal use of a controlled substance is determined to interfere with the rights of other tenants;
4. discharge or illegal possession of firearms;

5-1

5. any person involved in fights, assaults, acts of violence or disputes on or outside Housing Authority property;
6. A household that is reported, on more than one occasion, to have a high degree of traffic to and from his/her apartment.

### **B. Exemptions from the Community Service Requirement**

The following adult family members of tenant families are exempt from this requirement.

1. Family members who are 62 or older
2. Family members who are blind or disabled
3. Family members who are the primary caregiver for someone who is blind or disabled
4. Family members engaged in work activity
5. Family members who are exempt from work activity under part A title IV of the Social Security Act or under any other State welfare program, including the welfare-to-work program
6. Family members receiving assistance under a State program funded under part A title IV of the Social Security Act or under any other State welfare program, including welfare-to-work and who are in compliance with that program

### **C. Notification of The Requirement**

The Seymour Housing Authority shall identify all adult family members who are apparently not exempt from the community service requirement.

The Seymour Housing Authority shall notify all such family members of the community service requirement and of the categories of individuals who are exempt from the requirement. The notification will provide the opportunity for family members to claim and explain an exempt status. The Seymour Housing Authority shall verify such claims.

The notification will advise families that their community service obligation will begin upon the effective date of their first annual reexamination on or after

10/1/99. For family's paying a flat rent, the obligation begins on the date their

5-2

annual reexamination would have been effective had an annual reexamination taken place. It will also advise them that failure to comply with the community service requirement will result in ineligibility for continued occupancy at the time of any subsequent annual reexamination.

### **D. Volunteer Opportunities**

Community service includes performing work or duties in the public benefit that serve to improve the quality of life and/or enhance resident self-sufficiency, and/or increase the self-responsibility of the resident within the community.

An economic self-sufficiency program is one that is designed to encourage, assist, train or facilitate the economic independence of participants and their families or to provide work for participants. These programs may include programs for job training, work placement, basic skills training, education, English proficiency, workfare, financial or household management, apprenticeship, and any program necessary to ready a participant to work (such as substance abuse or mental health treatment).

The Seymour Housing Authority will coordinate with social service agencies, local schools, and the Human Resources Office in identifying a list of volunteer community service positions.

Together with the Callahan House Tenants Association, the Seymour Housing Authority may create volunteer positions such as hall monitoring, litter patrols, and supervising and record keeping for volunteers.

### **E. The Process**

At the first annual reexamination on or after October 1, 1999, and each annual reexamination thereafter, the Seymour Housing Authority will do the following:

1. Provide a list of volunteer opportunities to the family members.
2. Provide information about obtaining suitable volunteer positions.
3. Provide a volunteer timesheet to the family member. Instructions for the time sheet require the individual to complete the form and have a supervisor date and sign for each period of work.

5. Assign family members to a volunteer coordinator who will assist the family members in identifying appropriate volunteer positions and in

5-3

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meeting their responsibilities. The volunteer coordinator will track the family member's progress monthly and will meet with the family member as needed to best encourage compliance.

5. Thirty (30) days before the family's next lease anniversary date, the volunteer coordinator will advise the Seymour Housing Authority whether each applicable adult family member is in compliance with the community service requirement.

#### **F. Notification of Non-compliance with Community Service Requirement**

The Seymour Housing Authority will notify any family found to be in noncompliance of the following:

1. The family member(s) has been determined to be in noncompliance;
2. That the determination is subject to the grievance procedure; and
3. That, unless the family member(s) enter into an agreement to comply, the lease will not be renewed or will be terminated;

#### **G. Opportunity for cure**

The Seymour Housing Authority will offer the family member(s) the opportunity to enter into an agreement prior to the anniversary of the lease. The agreement shall state that the family member(s) agree to enter into an economic self-sufficiency program or agrees to contribute to community service for as many hours as needed to comply with the requirement over the past 12-month period. The cure shall occur over the 12-month period beginning with the date of the agreement and the resident shall at the same time stay current with that year's community service requirement. The first hours a resident earns goes toward the current commitment until the current year's commitment is made.

The volunteer coordinator will assist the family member in identifying volunteer opportunities and will track compliance on a monthly basis.

If any applicable family member does not accept the terms of the agreement, does not fulfill their obligation to participate in an economic self-sufficiency program, or falls behind in their obligation under the agreement to perform community service by more than three (3) hours after three (3) months, the Seymour Housing Authority shall take action to terminate the lease.



5-4